

# The **Blue Book**

2009/2010  
Volume LXXXI



Phillips Academy  
**ANDOVER**

## **Statement of Purpose**

Phillips Academy, a residential secondary school, seeks students of intelligence and integrity from diverse cultural, racial, socioeconomic, and geographic backgrounds.

The school's residential structure enables faculty to support students in their personal, social, and intellectual development. The academic program fosters excellence in all disciplines within the liberal arts tradition. Faculty members guide students in mastering skills, acquiring knowledge, and thinking critically, creatively, and independently. The school strives to help young people achieve their potential not only intellectually, but also artistically, athletically, and morally, so that they may lead responsible and fulfilling lives.

The Academy is committed to establishing a community that encourages people of diverse backgrounds and beliefs to understand and respect one another and to be sensitive to differences of gender, ethnicity, class, and sexual orientation. In its programs the school seeks to promote a balance of leadership, cooperation, and service, together with a deeper awareness of the global community and the natural world.

Andover's 1778 Constitution charges the Academy to prepare "youth from every quarter" to understand that "goodness without knowledge is weak...yet knowledge without goodness is dangerous." This obligation challenges students in mind, body, and spirit to see beyond themselves and to go beyond the familiar; to remain committed to developing what is finest in themselves and others, for others and themselves.

This revised version of the Academy's Statement of Purpose, voted by the faculty in winter 2000, reaffirms the goals set forth in the Constitution of 1778.

## **Nondiscrimination Policy**

Phillips Academy admits students of any sex, gender, race, handicapped status, sexual orientation, religion, and national and ethnic origin and provides them all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of sex, gender, race, handicapped status, sexual orientation, religion, or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic or other school-administered programs.

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2009/2010  
Volume LXXXI

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# A Letter from the Dean of Students

Dear Students,

Welcome to Phillips Academy for its 232nd school year.

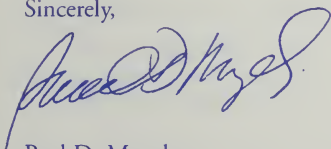
As you read through this *Blue Book*, keep in mind that its purpose is to serve as a roadmap to your time here as a student. It is filled with information that ranges from the critical to the sublime. It is not meant to limit your experience, but rather to bring clarity to our expectations as a dynamic, complex, largely residential community of faculty, staff, and students.

Overall, we, as a community, expect honest, respectful interactions between and among students, faculty, and staff. While the rules section of this book attempts to bring specificity to some of the more common rule infractions, your own personal integrity should guide you in all situations, whether it be while representing the school on trips off campus, interacting with members of the adult community in Paresky Commons, communicating with other students through digital or personal means, or requesting help from a trusted adult.

Above all, know that the adults charged with ensuring your well-being and academic growth while you are a student at Andover are interested in supporting you in ways that respect you, the community, and the rich traditions of Phillips Academy. Our goals will always be centered on the health, safety, and well-being of our students and the community in which we live, work, learn, and play.

As always, please be in touch with me or any of the cluster deans should you have questions or concerns about this book, its contents, or any part of your experience while at Phillips Academy.

Sincerely,



Paul D. Murphy  
Dean of Students and Residential Life



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# Community Structure

Our school has more than 1,000 students, and thus we have several different levels of structure and governance. This section provides an overview of the basic organization of Phillips Academy.

## The Clusters

Each student, day or boarding, is assigned to one of the five clusters (named for a “cluster” of dormitories in the same neighborhood): Abbot, Flagstaff, Pine Knoll, West Quad North, or West Quad South. In each cluster, there are about 215 students (including day and boarding students) as well as a group of faculty, many of whom are house counselors and advisors for students in the cluster. For boarding students, the dorm and cluster provide a home and community within the larger school. Day students are encouraged to participate in all cluster activities, including running for student leadership positions within the cluster. Each cluster has its own student government, including a Cluster Council and a Cluster Discipline Committee.

## House Counselors (for boarding students)

We consider the house counselors to be the primary adults responsible for the students living in their dormitories. Resident house counselors live within the dormitory buildings, while complementary house counselors are assigned to be on duty in dorms on certain nights and weekends, but do not actually live in the buildings. House counselors are the primary liaison with parents and work with advisors (see below) to help and support the students in their dorms. The house counselors also are charged with maintaining safe conditions, order, and a good study climate, and ensuring observance of school rules. The house counselors grant Day Excuses and room visiting permission, and they approve, with the cluster dean, all Overnight Excuses. House counselors are assisted by older students who serve as resident proctors, or, in junior (ninth-grade) dorms, prefects.

## Advisors (for day students)

For a day student, the advisor is the primary adult on campus responsible for working with the student and communicating with parents. Each day student is assigned an advisor who helps an advisee to make the best possible use of the learning opportunities the Academy provides. To this end, the advisor develops a personal knowledge of and relationship with the student, knowing his or her academic, extracurricular, and personal situation, strengths and weaknesses, interests and aspirations. As one means of establishing and maintaining such a relationship, each advisee meets with his or her advisor at least once every two weeks, individually or in a group setting. Most day students will have a continuing relationship with the same advisor over their years at the school.

### **Advisors (for boarding students)**

Although the house counselor is the primary adult working with a boarding student, the advisor helps plan and coordinate the student's overall academic and extracurricular program. And because students sometimes choose to change dormitories from year to year and thus have different house counselors, most advisors remain with the students from grade 10 through graduation. For ninth-graders, it is usually one of the house counselors or complementary house counselors who serves as the advisor. As one means of establishing and maintaining the advisor/advisee relationship, each advisee meets with his or her advisor at least once every two weeks, individually or in a group setting. After the ninth grade, most boarding students will have a continuing relationship with the same advisor over their remaining years at the school.

### **Cluster Deans**

Each cluster dean gets to know all students in his or her cluster and works with students and faculty to make the cluster a safe, healthy, and enjoyable environment in which to work and, for boarding students, to live. The cluster deans' responsibilities include working with house counselors, day student advisors, cluster-elected officers, proctors, and prefects, as well as being an available resource for all students in the cluster. Deans grant special permissions, coordinate and chair Discipline Committee meetings, and write letters explaining faculty responses to disciplinary or academic difficulties. The dean also helps to organize cluster elections, proctor and prefect selection, social events, and the housing selection process.

### **Dean of Students**

The dean of students is primarily responsible for leading, coordinating, supporting, and evaluating the cluster deans, as well as monitoring all aspects of student life on campus.

### **Dean of Studies**

The dean of studies is primarily responsible for leading and coordinating the academic departments, divisions, and advisors and for monitoring all aspects of the academic program.

### **Proctors and Prefects**

Proctors (in upper class dorms) and prefects (in junior dorms) are selected each spring to serve as student dormitory leaders for the following year. Both uppers and seniors are eligible to apply for either position. Responsibilities include being a liaison between students and house counselors, confidante for students, supervisor for dorm housekeeping, coordinator for dorm social activities, and friend and mentor, especially for new and younger students. Specific job requirements differ somewhat between proctors and prefects, but all are expected to serve as rule-abiding role models, to attend all training sessions and to work closely with house counselors to ensure that dorms are welcoming and safe places to live.

**Cluster Councils and Student Council**

Students in each cluster elect a cluster president, and the entire student body elects a school president. The five Cluster Councils, each led by the cluster president and cluster dean and composed of elected dormitory and day student representatives, work to address cluster and community-based issues. The Student Council, consisting of elected representatives from each cluster and grade, works with the five Cluster Councils, as well as with other student and faculty groups and committees, to address schoolwide issues and proposals.

# Community Expectations and Policies

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning, and encourage the realization that respect for self and for others is at the heart of our community. The sections below are included to clarify the community's expectations of all students, regardless of age and including those who have turned 18. Later in the book, there is a more specific list of rules and consequences for rule violations.

The rules and procedures outlined in this book apply under normal circumstances. However, from time to time there are situations that require immediate, nonstandard responses. Therefore, the Academy reserves the right to deal with instances of other inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interests of the Academy, its faculty, and its students. This document as written does not limit the authority of the Academy to alter its rules and procedures to suit any unusual or changed circumstances.

## Honesty

Honesty is the basic value on which this community rests. We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. Honest and tactful communication among peers, students, parents, faculty, and staff is essential to the healthy functioning of our institution. Please refer to page 37 for specific expectations regarding academic honesty.

## Respect for Self

Respect grows from honesty. Self-respect depends on a willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings.

## Tobacco, Alcohol, and Other Drugs

As a community concerned about health and safety, we strive to educate students about the potential dangers of tobacco, alcohol, and other drugs. Persistent use of alcohol or drugs commonly results in physical and psychological problems, some of which are lasting and have debilitating effects on motivation and achievement. These effects include memory loss and personality change, and they sometimes expose the user and/or those nearby to the risk of physical harm.

The school has an obligation to abide by and to respect the broader society's laws. Therefore, the school cannot accept even sporadic or experimental use of alcohol or illegal drugs, or misuse of prescription or over-the-counter products. A student who obtains, sells, trades, donates, or makes available to others alcoholic beverages or illegal or prescription drugs (including those prescribed to treat ADD and ADHD) can be dismissed regardless of his or her previous disciplinary record. Similarly, a student who consumes drugs, including alcohol, may be dismissed after a single

offense, upon the recommendation of the Discipline Committee and at the discretion of the dean of students, based upon the particular facts and circumstances of the situation. Such circumstances may include but are not limited to egregious alcohol or drug use that has resulted in harm or a risk of harm to self or others.

Recognizing that smoking and smokeless tobacco are also dangerous to health, the school forbids the use of tobacco by students. Students who persist in using tobacco may be required to participate in a smoke-enders' program. After repeated instances, a student may be required to take a leave of absence or may be dismissed.

## **Alcohol and Drug Testing Policy and Procedures**

### *Policy*

In cases where faculty determine that a student's behavior, presentation, or circumstance is indicative of recent alcohol consumption or drug use or both and the student denies such usage, Phillips Academy will administer an alcohol or drug test or both in order to ascertain the truth and to safeguard the student's health and welfare.

### *Procedure*

1. **Initial Determination.** If a faculty member determines that a student's behavior, presentation, or circumstance is indicative of recent alcohol consumption or drug use or both, he or she will discuss the concern with the student in order to ascertain the truth of the situation and also will notify the appropriate cluster dean or the dean of students.

If the student denies the use of alcohol or drugs contrary to the initial determination of the involved adult, the dean of students (or a designee) will require an alcohol or drug test. Alternatively, a student denying alcohol or drug use may request an alcohol or drug test.

2. **Alcohol Testing.** An Isham health care provider or the dean of students (or a designee) will administer a breathalyzer test in the Isham Health Center to any student who chooses or is required to undergo alcohol testing under this policy. The test administrator will provide the test results to the school physician (or a designee), who will then share the results with the dean of students if he or she was not the test administrator.
3. **Drug Testing.** An Isham health care provider will collect a urine specimen from a student who chooses or is required to undergo drug testing under this policy. Specimen collection will occur at the Isham Health Center and will be conducted in accordance with the Isham Health Center policies. Samples will then be sent to an outside laboratory for processing.

The outside laboratory will provide the test results to the school physician (or a designee), who will then share the results with the dean of students.

4. **Results of Tests.** After receiving the test results, the dean of students will notify the cluster dean, who will contact the student and the student's par-



ents or legal guardians. Parents or legal guardians may at their election provide physician's prescription(s) or documentation that the student was taking prescribed drugs that might have affected the outcome of the alcohol or drug test and may explain the positive result. Such materials must be provided within three business days of notice being received.

5. Discipline. An unexplained positive test result will be interpreted as evidence of a violation of a major school rule and the student will be subject to discipline. The Academy will not distinguish in its disciplinary responses between on- or off-campus alcohol or drug use.
6. Failure to Cooperate. Failure to consent to testing, evidence of attempted adulteration, or refusal to cooperate with the testing procedures in any way will be handled as if the test result were positive.
7. Privacy. Subject to the legitimate interests of the Academy and its students, efforts will be made to maintain the privacy of students required to undergo drug or alcohol testing under this policy.

#### *A Non-Disciplinary Response to Drugs and Alcohol—Sanctuary Policy*

To encourage students to seek professional help in situations involving the use or abuse of drugs or alcohol, the school has instituted a non-disciplinary response, or "Sanctuary Policy." By assuring a non-disciplinary response, the Sanctuary Policy allows students to seek help for themselves or others either (1) because they are in immediate need of support due to being actively impaired or in distress as a result of the consumption of alcohol or the inappropriate use of other substances, or (2) because there is concern about recent or recurrent consumption of alcohol or inappropriate use of other substances. The identity of those who request Sanctuary for other students is kept private.

1. If the student is actively impaired, choose any of the following options:
  - Contact the house counselor or any faculty or staff member and ask for help.
  - Call Public Safety (ext. 4444) for a ride to Isham Health Center.
  - Call an ambulance (911) for transportation to a local hospital.
  - Proceed directly to Isham Health Center (or the closest medical facility if off campus).
2. If the student is not in immediate distress, choose any of the following options:
  - Contact a Graham House counselor and request Sanctuary.
  - Contact a nurse or the medical director at Isham Health Center and request Sanctuary.
  - Contact your house counselor or any other faculty member and request Sanctuary.

No disciplinary action will result when a student is clearly seeking help for himself or herself or for a friend, assuming that the faculty or staff member(s) involved has not discovered the rule violation independently or already suspects that a student is under the influence of drugs and/or alcohol. There will, however, be some type of medical follow-up to each request for sanctuary. In most cases, this will include one or more conversations with the school physician and a member of the counseling staff. In addition, any member of the school's medical staff may, at his or her professional discretion, recommend or require an off-campus drug/alcohol evaluation. The student's parents also will be notified of a sanctuary incident. If you have any questions about drug/alcohol use or this non-disciplinary response, please contact a staff member of Graham House or Isham Health Center, the dean of students, your cluster dean, your house counselor, or a member of the Andover Drug and Alcohol Awareness Committee (ADAAC) student group.

### **Counseling and Confidentiality**

We want to encourage students to seek help and advice without fear of disciplinary action whenever substance abuse is a concern. If a student initiates a conversation with any adult in the community about such concerns, there will be no disciplinary result. In addition, students are encouraged to seek professional help and advice about substance use and abuse from both the Counseling Center at Graham House and the Isham Health Center. There also exists a student group, the Andover Drug and Alcohol Awareness Committee (ADAAC), which can provide and recommend help. As part of a series of education programs across campus, the school sponsors a week of highly focused workshops each fall led by the Foundation for Freedom from Chemical Dependency.

The Isham Health Center staff and Graham House counselors are bound by a set of legal, professional, and ethical principles that obligate them to respect the confidentiality of information received from students seen in a medical setting or in a counseling relationship. There are also practical constraints based on students' understandable desire for privacy. The health center is additionally bound by HIPAA, a federal act that delineates the mandated protection of patient confidentiality and privacy. We always encourage students and their parents to share information with their house counselors and other appropriate faculty so that these adults in the community can in turn provide students with appropriate support. However, depending on the circumstance, any information held by Isham or the counseling staff can be revealed to others on campus only with the student's or parent's permission. The only exception is when a student's presence on campus presents a clear danger to himself/herself or to others, or when breaking of confidentiality is mandated by law or ordered by the court (e.g., reporting the suspicion of child abuse).

### **Sexual Intimacy**

For high school students the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we must be clear that in a boarding school there are some special considerations.



We feel that sexual intimacy between students at Phillips Academy is inappropriate for the following reasons:

- We are concerned about the physical health of students and wish to protect them from sexual behavior that may lead to sexually transmitted infections and/or to pregnancy.
- We are aware of the potentially damaging emotional implications that accompany early sexual relationships.
- Within our diverse community there is a spectrum of values and moral beliefs around the issues of sexuality and sexual behavior.
- Students living closely in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and the right to be free from unwanted exposure to the intimate sexual behaviors of others.

The school has equal expectations for students regardless of their sexual orientation, and we expect all students involved in romantic relationships, whether same-sex or opposite-sex, to respect their partners' privacy and the privacy of others. (See Dormitory Room Visiting on pages 14–15.)

In accordance with Massachusetts law, the dean of students is required to report all instances of sexual abuse or suspected statutory rape to the Department of Children and Families (DCF). Because the age of legal consent in Massachusetts is 16, the dean of students must report even consensual sexual activity involving a student under 16 years of age.

## Respect for Others

Whether you are a day student or boarder, you are a member of our residential community, and with that membership comes rare opportunities for cooperation, collaboration, and lasting friendships with peers, faculty, and staff. Although we are a diverse school comprised of people with a huge range of interests and traditions, respect for others is paramount to the integrity and fabric of our lives here. We ask, for example, that you be polite and appropriate in all verbal and electronic communications and that you consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to offend if they are not chosen thoughtfully. By listening when someone else is speaking in class or the chapel, being considerate of all those dining and working in Paresky Commons, helping to maintain a safe and clean environment in the dorm and on campus grounds, and considering how behavior affects or influences others, we are showing respect for all members of the Andover community.

## Harassment and Hazing

Through education and intervention, the Academy tries to achieve an environment that is free from all harassment and hazing. Verbal or physical conduct that has the effect of creating an intimidating, hostile, or offensive environment for any member

of the community cannot be tolerated. Any student who believes he or she has been hazed or harassed should bring the matter immediately to the attention of a house counselor, advisor, or dean. Responses to harassing or hazing behavior may range from counseling to dismissal from the school, depending on the circumstances and severity. Retaliation against an individual for reporting instances of hazing or harassing behavior is considered an egregious violation of a major school rule.

Most unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other people's feelings and communicating clearly are the best ways to prevent harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome advances, requests for sexual favors, touching, innuendo, and other conduct of a sexual nature that has the purpose or effect of 1) creating an intimidating, hostile, or offensive environment, 2) interfering unreasonably with a person's academic performance, or 3) creating a situation where an evaluation of a student depends on his or her submitting to and/or not objecting to the behavior.

Any student who believes he or she has been subject to any form of harassment should bring the matter to the attention of a house counselor, advisor, dean, or member of the Harassment Council. The members of the council designated to address student concerns are Trish Russell, Maureen Ferris, and Andy Cline. Once contacted, either by the students or an adult representing the student, the council can provide advice about how to respond to the situation on one's own; obtain assistance in moderating a conversation in person or writing between the student and the person perceived as the harasser; or commence a formal investigation of the alleged incident(s). The council will maintain confidentiality to the extent the situation permits. All cases of harassment involving students will be sent to the council for an official determination. The student's cluster Discipline Committee will determine the official disciplinary response to the council's finding.

Although the Academy's goals are to support and educate members of the community as the principal means of preventing harassment, the Academy also has an independent responsibility to ensure a harassment-free environment. The Academy and the council thus reserve the right to act unilaterally to end harassment where such intervention is deemed to be warranted. If less formal intervention is unsuccessful or inappropriate, the Academy will rely upon the findings of a formal investigation in reaching a decision on what action to take in response to acts of harassment. Potential responses within the school range from verbal education to dismissal from the Academy. Retaliation against an individual for reporting violations of the harassment policy is considered an egregious violation of a major school rule.

### **False Complaints/Abuses of Process**

Because allegations of discrimination or harassment are serious and can be damaging to accused persons' reputations, any person who knowingly makes a false

complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses. Abuse of the process, including lying to the Harassment Council, will result in discipline being imposed, up to and including dismissal.

### **Massachusetts Anti-Hazing Law**

#### **269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **269:18 FAILURE TO REPORT HAZING.**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### **269:19 COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT**

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and

eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

## Respect for the Environment

The Phillips Academy community embraces environmental sustainability as a natural extension of our *non sibi* ideal. We affirm our responsibility to serve and to lead as stewards of the natural world and to promote environmental awareness, global thinking, and local action.

Members of the community are mindful of conserving and protecting natural resources. For example, we turn off unneeded lights and other electrical devices, use low-energy lighting (compact fluorescent bulbs or LEDs), limit shower times, run tap water only when necessary, drink tap water instead of bottled water, limit our use of disposable plastics, cans, bottles, and paper, and recycle all used plastics (1–7), cans, glass, and paper in the appropriate containers. Each of these actions reinforces our commitment to sustainable living and contributes to this important global effort.

## Leaves of Absence

Sometimes issues can arise in the course of a student's career at Phillips Academy that may interfere with his or her ability to engage constructively in the business of learning. The school's leave-of-absence policy acknowledges that time away from campus can be important. Therefore, Phillips Academy allows students to remain in good standing while taking the time they need to address important personal issues away from the school and with their families. The Student Response Team, comprising the medical director, the dean of students, the dean of studies, and the director of the Graham House Counseling Center, will determine the duration of all leaves and the conditions necessary for a student's return.

### Voluntary Leaves

A student and parents may request a leave of absence for a variety of reasons. The duration of a leave is usually until the fall of the following academic year. How-



ever, as noted above, the Student Response Team makes the final determination regarding the duration of the leave and conditions necessary for a student's return.

### *Required Leaves*

The decision concerning whether a student needs to be placed on a required leave is determined by the Student Response Team (SRT), comprising the dean of students, dean of studies, medical director, and director of the Graham House Counseling Center. The SRT also decides on the length of the leave and what conditions must be met in order to return (e.g., educational activities, counseling, relevant assessments). The factors the SRT will consider in making these determinations are the student's clinical needs, safety, impact on the safety and well-being of the community, and capacity to comply with the essential elements of residential and academic life, as well as the community's ability to provide appropriate care.

1. A leave of absence may be required for medical reasons when, in order to ensure effective management or treatment of a medical problem, a student must be away from the campus for a period of time. A leave may be required for a diagnostic evaluation or treatment, or it may be initiated when a student's presence on campus might jeopardize his or her own health or compromise the well-being of others. Such leaves may last from a few days to one or more terms, depending on the needs and circumstances.
2. Once a student is admitted to Phillips Academy and at any time after his or her matriculation, a leave of absence will be required if it is determined, based upon an individualized assessment by the medical director and/or the director of counseling that, in his, her, or their professional judgment, a student has exhibited suicidal behavior or behavior considered to be suicidal or otherwise potentially life-threatening, posing a risk of harm to the student and/or others. The leave will last no less than the remainder of the academic year and may, in the professional judgment of the medical director and/or director of counseling, carry over into the next academic year. It is our experience that a clearly defined and extended period of time permits students to focus, with their families, on the steps to be taken to regain their equilibrium and to thrive.
3. A leave of absence may be required following any situation of egregious or repeated self-injury, including but not limited to drug and alcohol ingestion, a severe eating disorder, or cutting. The leave will last no less than the remainder of the academic year.
4. A leave of absence may be required in cases in which a student is unable to meet school obligations (academic, attendance, or residential) or in cases in which the needs of a student cannot be met by the community and are interfering with the well-being of others. When a student is unable to meet the school's expectations (including compliance with a previously determined treatment plan), a leave of absence will be required. The leave will last no less than the remainder of the academic year.

### *Return from Leaves*

Readmission of a student after a leave of absence is not automatic, but depends upon the student meeting certain criteria specified by the Student Response Team (SRT) in writing when the leave is granted. Approval for a return from any leave rests with the SRT. Any conditions or behavioral expectations placed on a student upon his or her return from a leave must be fully met. If they are not, the student will return to leave-of-absence status.

## **Residential Life and Expectations**

The dormitory buildings are year-round homes to faculty and their families and become home away from home for boarding students while school is in session. In order to ensure that dormitories are welcoming, comfortable, and safe environments in which to live and study, all residents and visitors to dorms are expected to treat all buildings, furnishings, and inhabitants with care and respect. Concern for the safety and well-being of dormitory residents and for the preservation of an academic environment is central in all of the sections below.

### **Study Hours**

A dormitory and areas around classroom buildings should be quiet enough to allow for effective study. Faculty and students are asked to be especially aware of the requirement for quiet during study hours (beginning at 8 p.m.) and at all times of day and evening during Extended Period Week. Although different people study at all different times during the day, the time after 8 p.m. on nights preceding classes is reserved exclusively for academic work.

After 8 p.m., technology use should be limited to academic pursuits (e.g., not instant messaging, spending time on social networking Internet sites, watching television or movies, video gaming, etc.). Music should be kept to a low volume or headphones should be employed so as not to disturb others.

To encourage a campus-wide study environment, we require all junior, lower, and upper boarders to sign into their dorms by 8 p.m. If they leave their dormitories after 8 p.m., they must sign out to a place of study (library, study halls, computer center, art studio, Polk Center, LLC, Graves). Signing out to a specific place of study and then going to another location is considered dishonest. Seniors are the only students permitted to be downtown, in the Den, or watching films or television after 8 p.m. on school nights.

All students must sign into their dorms by the final sign-in times: 9:30 p.m. on Sundays and Thursdays and 10 p.m. on other nights before classes. Between final sign-in time and 6 a.m., the Academy requires students to remain in their dormitories unless permission to leave has been given by the house counselor or the cluster dean.

Non-senior day students who are on campus after 8 p.m. on nights before classes must be in a designated study area. Juniors, as well as lower and upper day stu-

dents, may not visit in dormitories during study hours without special permission from the house counselor. All day students are required to leave the campus each night by the final dormitory sign-in time.

### **Food Delivery**

All students may order food to be delivered to their dorm during study hours, but deliveries must be completed by 9:30 p.m. on all nights before classes, 11 p.m. on Friday nights of five-day weeks, and 11:30 p.m. on Saturday nights.

### **End of the Day**

To ensure that students get an adequate amount of sleep and develop healthy sleep habits, juniors are required to be in their own rooms with the lights out by 11 p.m. on nights before classes. Lower (all year) and uppers (in the fall term only) are expected to be in their own rooms by 11 p.m. We encourage all students to get to bed no later than midnight on nights before classes.

### **Weekend Sign-in**

On Friday evenings of five-day weeks, the sign-in time is 10 p.m. for juniors, lowers, and uppers and 11 p.m. for seniors. On Saturday evenings, the sign-in time for all students is 11:30 p.m. Between final sign-in time and 6 a.m., the Academy requires students to remain in their dormitories unless permission to leave has been given by the house counselor or the cluster dean.

Boarders who have been outside the town of Andover on a Day Excuse or Overnight Excuse are required to sign in at their dormitories immediately on their return to campus.

### **Sundays**

In order to preserve one evening of the week with no formal commitments for students and faculty, from 6 to 8 p.m. on Sundays has been reserved for personal reflection, study, and relaxation. There are no meetings of any kind permitted after 6 p.m. on Sundays except for dormitory meetings at the house counselor's discretion. Study hours begin as usual at 8 p.m., and final dormitory sign-in is at 9:30 p.m. On long weekends when there are no classes or other required meetings on Monday, sign-in on Sunday evening is extended until 10 p.m.

### **Dormitory Room Visiting**

Although we strongly counsel students to postpone sexual activity until they are older, we also realize there are a number of other reasons why students might want to visit with each other, including private conversations and studying together. Healthy relationships require a certain amount of privacy and a place where students can feel at home. In order to balance students' needs for privacy with appropriate supervision of dormitories, we have clear guidelines for dormitory room visitation.

Room visiting for students in grades 10, 11, and 12 begins only after dormitory/advisor meetings in the early fall, during which students and faculty discuss



relationships in general and responsibilities and guidelines for room visiting in particular. Room visiting for ninth-grade students does not begin until the winter term. In all cases when an older and a younger student are visiting, the rules that apply to the younger student are in effect.

What follows are the general guidelines for room visiting. A house counselor must be present in the dormitory building during all room visits, but house counselors have no obligation to be home at any of the indicated times. For a variety of reasons, a house counselor may deny permission for a visit.

|         | Mon.–Thurs.  | Friday                                 | Saturday                             | Sunday  |
|---------|--|--|--------------------------------------|---|
| Juniors | Fall: No room visits<br><br>Winter & Spring:<br>5–8 p.m.<br>Doors open | No room visits                         | No room visits                       | No room visits<br><br>Spring term only:<br>3–8 p.m.<br>Doors open |
| Lowers  | 5–8 p.m.<br>Doors open   | 5–9:30 p.m.<br>Doors open              | 3–11 p.m.<br>Doors open              | 3–8 p.m.<br>Doors open  |
| Uppers  | 5–8 p.m.<br>Doors ajar   | 5–9:30 p.m.<br>Doors ajar              | 3–11 p.m.<br>Doors ajar              | 3–8 p.m.<br>Doors ajar  |
| Seniors | 5–8 p.m.<br>Doors open<br>or closed                                    | 5–9:30 p.m.<br>Doors open<br>or closed | 3–11 p.m.<br>Doors open<br>or closed | 3–8 p.m.<br>Doors open<br>or closed                               |

Finally, no room visits may occur with a person who is not currently affiliated with Phillips Academy, including alumni, without permission from the cluster dean and house counselor and written permission from each person's parents.

### Room Visiting Hours

These times may be available for room visiting at the house counselor's discretion.

NOTES: "Doors open" means the doors in the room are open 90 degrees. "Door ajar" means that doors should be open at least 12 inches and must be propped open if it closes automatically. Fridays of 6-day weeks should be considered the same as "Mon.–Thurs." (as indicated in the chart). All room visits require a conversation with a house counselor, and each guest must sign in and sign out on the Room Visiting Sheet in the house counselor's apartment.

### Process for Overnight Guests and Day Visitors

Both overnight and day guests must abide by all rules and regulations of Phillips Academy. The PA host is held responsible for the behavior of their non-PA guest.

#### Overnight Guests

All requests for an overnight guest must be approved by the house counselor and cluster dean by 8 p.m. on the Thursday before a guest's visit. A phone call from the guest's parents/guardian must be made to the house counselor who will be on duty

on the night(s) of the guest's visit and to the cluster dean, and must include emergency contact information. The PA host needs to see the cluster dean to complete a Guest Pass by 8 p.m. on Thursday as well. Copies of the Guest Pass are distributed to the Dean-on-Duty, the host's cluster dean, and the host's house counselor and a copy is given to the student to serve as the guest's ID for entrance into weekend events. Overnight guests are generally not permitted on nights preceding classes. The Academy does not permit adult overnight guests in dormitories.

### **Dormitory Fire Safety and Room Decorations**

To ensure safety for all dorm residents, we expect students to honor the following guidelines for fire safety. Fire inspectors and house counselors will inspect dormitories weekly and will confiscate banned items. A house counselor will provide the inspector access to a student's room if he or she is not home at the time of the inspection. Cluster deans will be notified of all fire safety violations, with some form of discipline likely to result.

- **FIRE DRILLS:** Regular fire drills will be conducted in all dorms, and students should be aware of all emergency exits.
- **DORM INSPECTIONS:** Weekly, fire inspectors go through dorms to inspect students' rooms in an effort to note unsafe conditions, including excessive clutter. Students who consistently fail should expect a disciplinary response. It is the student's responsibility to make sure his or her room is inspected at least once a month.
- **FLAMES:** The school prohibits any open flames or flammable materials in dormitories, including possession, storage, or use of matches, lighters, incense, candles, cigarettes, cigars, pipes, fireworks, or dangerous chemicals.
- **APPLIANCES:** Students may NOT have water coolers, air conditioners, humidifiers, microwaves, irons, space heaters, halogen lamps, toasters, stoves, coffee makers, grills, hot pots, rice cookers, popcorn poppers, hot plates, or any similar appliances in their rooms. Small fans and hair dryers are permitted but must be unplugged when not in use. If students wish to set up a water cooler in their dorm, it is at their own expense, and they must do so only in an area with no carpet and a floor drain and with permission of the house counselor and cluster dean and approval from the Office of Physical Plant (OPP). The only students permitted to have small refrigerators in their own rooms are proctors and prefects (unless permission is granted by the medical director for medical reasons), and only prefects are allowed to have TVs in their rooms. (A TV, DVD/VCR, microwave, refrigerator, iron, and ironing board are provided in the common areas of each dorm.) The Academy reserves the right to require students to remove from their rooms or from dormitory commons areas any technology (including video game devices and excessively large monitors or speakers) that the house counselor or cluster dean feels detracts from the academic atmosphere of the dormitory.

- **ELECTRICAL:** Students are required to use approved plug strips with independent circuit breakers if they wish to plug more than two things into a single power outlet. There should never be more than one extension cord per outlet, and cords may not run under rugs or mattresses or through walls or partitions. Bulbs in lamps should be 60W or less, and only sturdy, non-halogen lamps are permitted in dorm rooms.
- **FURNITURE:** The Massachusetts Fire Code requires that all furniture in dormitories be certified as nonflammable. Therefore, no students are permitted to move upholstered couches or chairs into their dorm rooms without proper manufacturer's documentation that the furniture is non-flammable. Before purchasing or bringing any upholstered furniture to campus, please consult your cluster dean. School-provided furniture may not be stacked on cinder blocks or other furniture, disassembled, removed, or altered without permission from the cluster dean and OPP.
- **SAFETY EQUIPMENT:** Fire extinguishers and fire escapes are for fire emergencies only and should not be used at any other time. Fines, as well as discipline, are imposed for any misuse of safety equipment. Also, students may not tamper with, remove batteries from, or alter any fire, smoke, or heat detectors or alarms for any purpose.
- **TIDINESS:** All room floors, halls, and common areas must be kept free of clutter, boxes, trash, clothes, shoes, etc. Trash and recycling removal must be frequent to prevent any buildup in rooms or halls. Window sills and floors opening to fire escapes must be clear at all times. No bikes should be stored in student rooms, halls, or stairways. No pets are allowed in dorms (except for fish in a small fishbowl that must be cared for properly).
- **DECORATIONS:** Do not place any paper decorations or tapestries on either side of any door, on ceilings, or on hallway walls. Posters and tapestries in rooms must be hung completely flush against a wall using wall putty (no nails, screws, glue, or tape) and must not cover more than 50 percent of a given wall. No electrical signs, paper lanterns, or strings of lights are permitted in or on dorms, and no flags or permanent fixtures should be attached on the exterior of any building. A house counselor or cluster dean will require students to remove any wall coverings or room decorations that are offensive or inappropriate in a high school dormitory environment (e.g., sexual in nature/drug or alcohol related).
- **WEAPONS:** Students may not possess, display, use, or carry weapons of any kind, including facsimile firearms of any type, air guns, explosives, ammunition, knives, or any other weaponry.

### **Dormitory Security**

- **LOCKS:** All exterior dormitory doors must be locked at all times. No exterior doors should be propped open, and no one should be permitted unauthorized entry into a dorm.

- **KEYS:** In order to maintain security within dormitories, students should not lend their keys to others, leave their keys outside their dorms for communal entry, or prop open dorm doors.
- **OVERNIGHT GUESTS:** Because a house counselor must know exactly who is in the dormitory in case of emergency, PA students may spend the night in another dormitory only with the house counselor's permission, granted well in advance (before 7 p.m. on the night of the sleepover) and not on nights preceding classes. Day students are welcome to spend the night with friends in dormitories when there are no classes the following day but must request permission from the house counselor in advance. House counselors hosting day students must have communication from the day students' parents before 7 p.m. on the day of the visit. Overnight guests who are not students at Phillips Academy must have permission to be in the dorm from the host's house counselor and cluster dean. Guests are the responsibility of their hosts and must abide by all school rules. Please see "Process for Overnight Guests and Day Visitors" on page 15 for more detailed information.
- **OUTSIDE VENDORS:** In accordance with school procedures for volunteers and visitors to campus, tutors, vendors, and service providers hired by students and their families may not have dorm access.
- **PERSONAL PROPERTY:** Students and parents are cautioned that the school assumes no responsibility for the security of personal possessions. Parents should make sure that all belongings a student brings to campus are properly insured against physical loss, damage, or theft.

### Day Visitors

For a PA student who would like to host a non-PA student and attend evening events on campus (no overnight), the host must seek permission from their cluster dean and complete a Guest Pass (copies are distributed as outlined above where applicable). No phone permission is necessary and no permission from the cluster dean is necessary for daytime visits. Overnight visitors who are not students at Phillips Academy must have permission to be in the dorm from the host's house counselor and cluster dean. Guests are the responsibility of their hosts and must abide by all school rules.

### Dormitories and Privacy

All members of the community should respect the privacy and property of others and share in the creation of an environment that protects the physical and emotional well-being of each resident of the dormitory. Because the house counselor is responsible for the dormitory and its residents, the house counselor and cluster dean must have immediate access to any room upon knocking and may confiscate any items not permitted in a dormitory. When necessary, they may use a key to enter a room whether a student is present or not. Dorm rooms should not be locked when residents (or other students) are in the room. On the rare occasion



when a systematic search for contraband is necessary, the cluster dean will conduct it formally, in the presence of the student, an elected cluster representative, and the house counselor.

### **Dormitory Housing Lottery**

Each spring, there is a housing lottery for current students. The lottery operates on a priority system based on squatters' rights and seniority. Juniors must move to another dorm for 10th grade; older students have the option of moving or remaining in their current rooms and/or current dormitory. Priority is given to the most senior students in each of the following categories: first, to students within the dorm; second, to students according to the number of years spent in the dorm or cluster; and finally, by random lottery number for students from outside the cluster. A certain number of spaces in medium- and large-sized dorms are reserved for new students. Students with questions about rooming or the housing lottery should speak with their cluster dean.

### **Mail and Privacy**

Certain materials are not appropriate in a school environment, and their possession on the Phillips Academy campus likely will result in disciplinary action. In particular, students are not permitted to have, display, or have sent to them at Phillips Academy any of the following: controlled substances (drugs, either illegal or prescription for which the student does not have a valid prescription; alcohol and tobacco products), weapons (including firearms, edged weapons, and/or martial arts devices), explosives (including fireworks), highly flammable materials, or living animals, except for fish in a small fishbowl. In addition, students are expected to refrain from bringing to Phillips Academy or having delivered to them on campus by mail, common carrier, or e-mail publications and/or catalogs devoted to, or containing more than minimal amounts of material depicting, describing, or advertising pornography, weapons, or hate crimes/abusive behavior. Students should realize that their mail, including periodicals and packages, is routinely handled by Central Services staff in the process of making it available in the student mailroom in George Washington Hall. While Central Services staff members are instructed to regard all mail and packages directed to students as the confidential property of the recipient, they also have been instructed to bring to the dean of students any package or periodical that appears to contain materials not permitted on the Phillips Academy campus. To protect the privacy of the recipient, Central Services staff has been instructed not to break intact seals on any package or periodical to determine whether it appears to contain improper material. However, students should be aware that a package or periodical already may be open when it arrives on campus and/or its wrapping may contain information that suggests it contains improper material. When a package or periodical suspected of containing improper material is brought to the Dean of Students' Office, the dean will invite the student to meet with him to discuss the contents of the package or periodical and may ask the student to open the package or periodical in his presence.

### Overnight Excuses

Boarding students may request permission to leave campus for an Overnight Excuse after their last appointment of the week and are expected to return by 8 p.m. on Sunday. All excuses require the approval of parents, the house counselor, and the cluster dean, and specific details of the excusing procedure are published in each cluster by the cluster dean. Overnight Excuses are granted only when a parent or other adult host (25 years of age or older) has confirmed that he or she will be present during the student's visit. Exceptions to these requirements will be made for 1) seniors who are required to visit colleges to which they intend to apply in the fall or to which they've been admitted in the spring and 2) students who wish to visit a sibling at college. In each of these last two cases, an Overnight Excuse will be granted only after receipt of written parental permission, a conversation between the cluster dean and the parents, and final approval by the cluster dean. The cluster deans may refuse to grant Overnight Excuses for large groups or mixed-gender groups. A student is expected to notify his or her house counselor and cluster dean of any change in plans from those specified on the Overnight Excuse form, including any return trips to campus during the dates/times indicated on the Overnight Excuse form.

### Day Excuses

A student may request permission from his or her house counselor or cluster dean to leave the town of Andover on a Day Excuse. Juniors and lowers must return by 8 p.m. from all Day Excuses on nights before classes and on weekends. They may stay out past 8 p.m. on weekends if accompanied by a parent, in which case they should ask the house counselor prior to departure. Uppers and seniors may remain off campus until 8 p.m. on nights before classes and until sign-in time on the weekends. When requesting a Day Excuse, a student must be very clear about where he or she is going and the mode of transportation. Boarding students wishing to visit someone in a private home must ask permission of a house counselor or cluster dean, whether or not this home is within the town of Andover. We must also hear from an adult that he or she will be present during the visit. Students must then sign out on the sign-in sheet in the dormitory before leaving campus. Please refer to the "Cars" section on page 22 for the specifics regarding boarding students riding in cars.

### School Vacations/Arrivals and Departures

It is very important for students and parents to pay close attention to the arrival and departure dates specified on the official School Calendar (sent in the summer mailing). Because the dormitories officially close for the designated school vacations in November, December, March, and summer, students are not permitted to be in the dorms during these times and are required to leave by noon the day following their last assessment at the end of each term. However, if no assessments are given after noon on the final day of Extended Period Week, students are expected to leave that same day. Prior to departing, students are required to fill out Vacation Data Cards indicating specific travel information, as well as departure and arrival times. They also are required to have their rooms inspected by a

house counselor for cleanliness before they are permitted to leave for vacation. During school vacations, students are not permitted to return to a dormitory (even just to stop in to pick up belongings) prior to 8 a.m. on the scheduled return date without prior approval from the cluster dean and house counselor. Students returning early to the dorm in September or after any break will be charged \$200 per night and face discipline for being in the dorm without proper permission. Exceptions to this will be very rare and can be granted only by the cluster dean.

### **Behavioral Expectations While Away from Campus**

All students, boarding and day, are expected to behave in a manner that does not compromise the good name of Phillips Academy and to follow school rules while on or off campus. When on school-sponsored trips and representing Phillips Academy, students are expected to be on their best behavior. If a student breaks any school rule while on a school-sponsored trip, he or she should expect a disciplinary response. A student recently graduated from Phillips Academy and traveling on a summer, school-sponsored trip who breaks a major school rule should expect that his or her college will be notified if that college asks for that information in the application process.

Even while a student is away from campus on vacation, any violation of state or federal law, including possession and/or use of illegal drugs or alcohol, can lead to disciplinary action. Renting hotel rooms for parties on weekends or Day Excuses is not permitted, and students attending such parties can expect a disciplinary response. In general, the school's jurisdiction extends to day and boarding students off campus when school is in session, when students are traveling to or from campus at vacation time, or when faculty are notified or asked to intercede in response to off-campus behavior that includes violation of school rules. Whenever such problems arise, the school may respond with counseling and/or disciplinary action.

### **Off-Campus and Self-Employment**

Because of the extensive time demands of the school's overall program, Phillips Academy discourages students from working at paying off-campus jobs and does not allow them to start or run their own on-campus businesses while school is in session. For boarding students, off-campus employment is rarely allowed and only with specific restrictions and written permission from the student's parents and the dean of students.

## **Vehicles and Safety**

Although this is a large campus, the most common form of transportation around campus and to downtown Andover is by foot. Boarding students are not permitted to have or to operate any motorized vehicles, including cars, motorcycles, mopeds, or motorized scooters, while they are at school. A boarding student may use public transportation or a taxi service, but must always request a Day Excuse (defined on page 20) in advance if he or she will be leaving the town of Andover.



## **Pedestrian Safety**

Although students can walk to all campus locations, the school property is bisected by Main Street (Route 28), a state highway. Students should take special care in crossing Main Street and all streets on campus and should always use marked pedestrian lights and crosswalks. When walking at night, students are advised to use only pathways with lighting and to avoid walking alone in dark areas. If a student is alone and feels unsafe walking on campus at night, he or she may request a ride from Public Safety.

## **Cars**

A **boarding student** may not keep a motor vehicle in or near Andover. Additionally, a boarder may not drive any car on campus at any time unless he or she has specific permission from a cluster dean or is with a parent.

Licensed **day students** have the privilege of driving cars to campus if they register their cars with Public Safety. From the time students arrive on campus until they leave for the day, vehicles must be left in one of the designated parking areas and should not be used for transportation from one campus location to another. We request that students not park on Salem Street between Main Street and Highland Road so that spaces are available for visitors to the Shuman Admission Center. A complete map of student parking areas is available from the Office of Public Safety. Failure to follow driving regulations could result in discipline as well as loss of driving privilege to campus.

## ***Permissions to Drive or Ride with Other Students***

A **day student** driver, normally an upper or senior, is allowed to transport a boarding student within the Andover area only if the day student's and boarding student's parents have indicated permission to do so on the annual Parental Permission Form. Any trip outside the Andover area will require special written permission from the parents of both the driver and the passenger. Both students must have all necessary permissions from either their house counselor, day student advisor, or cluster dean each time they wish to either drive or ride.

Any **boarding student** with parental permission can get car permission to ride with a day student from either the house counselor or cluster dean. Boarders do not need to seek special permission to ride within the Andover area with family members, parents of current students, and faculty members. Current students are not allowed to ride in cars of alumni or non-PA-affiliated drivers. In rare cases, cluster deans may grant special permission. Whenever leaving the town of Andover, however, boarders must seek permission from their house counselor or cluster dean for a Day Excuse. (See page 20 for more on Day Excuses.)

## ***ID Sticker Permissions***

Licensed **day students** who have parental permission to drive boarders must obtain a sticker for their ID card from the Dean of Students' Office if they wish to transport boarding students. Day students are required to show this sticker to a faculty member each time they are requesting permission to transport a boarder.

Upper and senior **boarders**, with parental permission, may get ID card stickers from the Dean of Students' Office that allow them to request permission from any faculty member to ride locally (in the town of Andover) in a day student's car. If granted permission to ride with a day student, the boarding student is expected, however, to send a voice-mail message to his or her house counselor to indicate when, where, and with whom he or she is riding, who gave permission, and when he or she will be back. It is important to remember that the ID cards with stickers can be used only for permission to ride in the town of Andover. Day Excuse and car permissions beyond the town of Andover may only be obtained from the student's house counselor or cluster dean. (See page 20 for more on Day Excuses.)

### *Transportation to Games*

**Athletes** are expected to travel to games via school-provided transportation. Students who wish to leave from an away game with an Andover parent must have permission from their own parents. This permission may be granted for the entire season through an e-mail or letter to the head coach of that team or on an individual basis for a single game.

### **Bicycles, Skateboards, In-Line Skates, and Scooters**

Students are expected to register bicycles with Public Safety, to lock them when not in use, and to obey all rules of the road, including the use of proper lighting and reflectors at night. In the state of Massachusetts, children 16 years and under are required to wear a helmet when riding bikes, scooters, skateboards, and roller skates. At Phillips Academy, we require all students to wear helmets regardless of age.

Students using skateboards, in-line skates, or scooters are not allowed on the Great Quad. In other areas of campus, students are required to stay on defined campus paths and roadways (and off the grass) and are encouraged to wear protective elbow pads and kneepads; they are required to wear helmets. No scooters, skateboards, or in-line skates may be used inside Academy buildings, on any steps, benches, or railings, or in the vicinity of the Memorial Bell Tower.

## **Technology**

Computers, cellular phones, digital cameras, fax machines, and other technologies are now widely available, and Phillips Academy supports their appropriate use. In the context of a school, however, students must use these devices cautiously so as not to affect negatively the educational mission of the school, a student's academic development, or the rights of other members of the community. The pages that follow contain a detailed Acceptable Use Policy that you should read carefully. By way of preface, we ask that you also keep a few basic guidelines in mind. 1) Cell phones should always be off or on vibrate during classes, concerts, and lectures, as well as in the library, LLC, computer center, or any venue where a ringing phone may cause disruption. Students using phones (of all types) in the dormitory should take care not to disturb other students' quiet study. 2) Limiting time on the Internet, including on Instant Messenger, has become an essential skill for academic success. Internet access is primarily for academic purposes, and excessive

abuse of this not only violates the school's Acceptable Use Policy, but also can interfere with academic work and healthy sleep patterns. Even with academic work, there is reason for caution on the Internet; plagiarism and other inappropriate behavior (including getting too much research and editing help from family members and friends) can happen more easily electronically. Make sure you have clearly documented all outside sources and helpers on all academic work. 3) The Academy reserves the right to require students to remove from their rooms or from dormitory commons areas any technology (including video game devices, projectors, large speakers, and monitors larger than 30 inches) that the house counselor or cluster dean feels detracts from the academic atmosphere of the dormitory. 4) Finally, make sure to secure proper consent for all subjects of photographs or videos. As with Instant Messenger, texts, or voicemails, photos and videos can become public, and thus you should always be fully prepared to take full responsibility for all of the content.

## Acceptable Use Policy

### Scope

The Academy's technology policy applies to all authorized users who access the Academy's network or equipment using Academy-owned or personally owned equipment, including wireless devices such as a cellular telephone or personal digital assistant (PDA).

### Purpose

The technology resources at Phillips Academy (e.g., all networking, hardware and software, the Internet, e-mail, telephone equipment, WPAA radio station, and voice mail) are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.

Use should always be legal, ethical, and consistent with the Academy's Statement of Purpose, its policies on honesty and integrity, and its general standards for community behavior.

Incidental personal use of the school's technology resources must not interfere with the community member's performance or with the community's ability to use the resources for professional and academic purposes and must not violate other school policies or standards of behavior.

Except as authorized by the Academy, use of the Academy's technology resources or data for personal business, political campaigning, or commercial purposes is prohibited.

### Authorized Use

An authorized user is any person who has been granted authority by the Academy to access its computing, network, and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy-owned or personally-owned equipment, you have consented to the Academy's exercise of its authority and rights as set out in

this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Faculty members and students are provided with e-mail accounts, voice-mail accounts, and Internet access. Staff members may be provided with e-mail accounts, voice-mail accounts, and Internet access upon approval of their supervisors.

Whenever a user ceases being a member of the Academy community or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized in his or her new position or circumstances shall cease.

### **Privacy Expectations**

The Academy's network resources, including all telephone and data lines, are the property of the Academy. The Academy reserves the right to access, view, or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy's network, and it may be required by law to allow third parties to do so. For example, electronic data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring or misdelivery.

Users must recognize that there is no guarantee of privacy associated with their use of Academy technology resources. Users should not expect that e-mail, voice mail, or other information created or maintained in the system (even when marked "personal" or "confidential") are private, confidential, or secure.

### **Responsible Use**

No user may act in ways that invade the privacy of others, are unethical, or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.

All users must maintain the confidentiality of student information in compliance with federal and state law.

Disclosing and/or gossiping about confidential or proprietary information related to Phillips Academy or making public remarks that defame or disparage the Academy, its personnel, its students, or its interests (including but not limited to via e-mail, voice mail, Internet instant messaging, chat rooms, Web pages, or Web sites), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.

All users must refrain from acts that waste Academy technology resources or prevent others from using them. Users will not access, modify, or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of an Academy computer system, telephone system, or network or to deprive authorized users of access to or use of such resources are prohibited.

Students may not send broadcast e-mail or broadcast voice mail without prior permission from the dean of students or director of student activities.



Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures, or video) that reflects adversely on the Academy, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.

Altering electronic communications to hide your identity or impersonate another person is considered forgery and is prohibited.

Users will abide by all copyright, trademark, patent, and other laws governing intellectual property. No software may be installed, copied, or used on Academy equipment except as permitted by law. All software license provisions must be strictly adhered to.

The Academy fully supports the experimental educational and business use of software and has created the Educational Research and Development Laboratory (ERDL) in the Computer Center for this purpose. Since the installation of applications, other than Academy-owned and Academy-tested programs, could damage the Academy's computer systems or interfere with others' use, software downloaded from the Internet or obtained elsewhere cannot be installed on Academy equipment unless approved by the Office of Technology.

### **Inappropriate Materials**

The Academy prohibits faculty, staff, and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files, or other electronic materials.

Accessing the Academy's network or equipment to create, access, download, edit, view, store, send, or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or otherwise inconsistent with the values and general standards for community behavior of the Academy is prohibited. The Academy will respond to complaints of harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment, or administrative function.

### **Security**

Each user is responsible for the security and integrity of information stored on his or her computer or voice-mail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. Phillips Academy, at its sole discretion, reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing the Academy's system, you have consented to the Academy's right to do so.

Removing or relocating Academy-owned technology resources requires prior authorization from the Office of Technology.

Students and faculty who live in dormitories are provided the opportunity to connect to the Academy network. Student use of modems in the dormitories is prohibited. For faculty members, modem use is prohibited on computers that are directly connected to the Academy network.

Users may not attempt to circumvent or subvert the security provisions of any other system.

For security and network stability reasons, personally-owned devices such as hubs, switches, routers, wireless access points, and servers or server services cannot be installed on the Academy's network or anywhere on campus, unless authorized by the Office of Technology.

### **The Internet**

There are risks involved with using the Internet. To protect personal safety, Internet users should not give out personal information to others in e-mail or on bulletin boards, chat lines, or other systems. The Academy cannot guarantee that users will not encounter text, pictures, or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with e-mail, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators on this campus and elsewhere.

Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be footnoted properly.

Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the Academy's system to download illegally distributed material.

Users are required to have updated virus protection software on their computers when connecting to the Academy network. In order to avoid damaging their computers and bringing destructive viruses into the Academy's system, users are cautioned not to open e-mail attachments or download any files from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services. Services will be restored once a member of the Office of Technology has verified that all viruses and malware have been removed and proper, updated anti-virus software is installed.

### **Policy Enforcement and Sanctions**

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone, or network access privileges, disciplinary action, and dismissal/termination from the Academy. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.

Any suspected violation of this policy should be reported immediately to the director of technology, as well as to the dean of students (if the suspected violator is a student), the dean of faculty (if the suspected violator is a faculty member), or the director of personnel (if the suspected violator is a staff member).

### **Disciplinary Response to Illegal Downloads or Excessive Use of Bandwidth**

The Academy takes protection of copyright laws and intellectual property rights very seriously. If a student is identified as participating in illegal or inappropriate downloads, action will be taken to block the computer connection to the Internet until all inappropriate files, music, videos, and/or software are removed. Failure to make every effort to comply with the law could result in continued loss of connection to the Internet, disciplinary hearings and action, and/or prosecution under civil or criminal laws. Although this action may appear harsh, the Academy is obligated to take action under federal law. A weekly report listing the students who have used the most Internet bandwidth over the past week is provided to the dean of students and cluster deans for informational and follow-up purposes. In some instances, access to the Internet may be curtailed for a period of time. Therefore, if a student needs to do a large, legal download for academic purposes that may result in appearing on the list that week, the student should notify his or her cluster dean ahead of time.



## Major Rules

The focus of our disciplinary system is education: we believe people can learn from their mistakes and remain contributing, positive members of the community. A serious rule violation therefore often leads to a term of Probation, during which the student is asked to demonstrate both the willingness and ability to learn and mature from the experience. There are, however, certain offenses for which a student should expect to be dismissed from Phillips Academy regardless of any prior disciplinary record. These include any egregious violation of a major rule and any offense deemed exceptionally misguided or dangerous. Examples include serious instances of hazing or harassment, major theft, repeated and calculated cheating, or consumption of alcohol or drugs that result in harm or risk of harm to self or others. In addition, Dismissal is the most likely outcome, even after a first offense, when a student is selling or providing alcohol or illegal or prescription drugs (including drugs used to treat ADD and ADHD), or transporting others to obtain illegal drugs or alcohol. Failure to meet the terms of Probation, lying to a Discipline Committee (even if discovered long after the fact), or a second probationary offense also will lead to Dismissal from the school.

In order to clarify the community expectations, we have included below a list of major rules, a minimum standard of behavior that all students have a responsibility to review and remember. Violation of any inappropriate behavior outlined in the *Blue Book* usually results in a meeting with the cluster Discipline Committee, followed by a formal disciplinary response, regardless of whether a student is on campus or school is in session.

Examples of major rule violations include, but are not limited to, the following:

### Community

- Actions posing a risk of harm to the health, safety, or well-being of other persons, including malicious and threatening actions or malicious, threatening, or defamatory remarks of any kind.
- Actions potentially dangerous to people or property, including violation of fire regulations; destruction or defacing of property; and possession, use, or acquisition of any type of weapon, weapon facsimile, ammunition, fireworks, or other hazardous materials.
- Infliction of personal injury, hazing, violation of privacy (including the use of any recording or imaging technologies), actions or remarks constituting harassment based upon any legally protected status including race, ethnicity, religion, age, sex, gender, sexual orientation, marital status, national origin, disability, and veteran status. Students who are involved in acts of hazing or harassment will be sent to the Harassment Council (see page 9).
- Organizing or hosting rule-breaking activity in a student's home, room, or car, whether on or off campus, even when the student is not participating in the actual rule breaking.

- Remaining in the presence of others who are breaking rules. Students cannot be willfully blind to rule-breaking activity.
- Serious or repeated absenteeism in a single term from required school appointments or repeated terms of poor attendance. Required school appointments include classes, sports, All-School Meetings, work duty, and required seminars.

### **Dishonesty**

- Dishonesty, including but not limited to lying, cheating, plagiarizing, misuse of sources, or dual submissions of academic work; theft of goods or services; fraud of any kind, including, by way of example, deceit regarding permission forms or class excuse notes; falsifying sign-in; or misuse of telephones, credit cards, or ID cards. Students who are involved in acts of plagiarism or academic dishonesty will be sent to the dean of studies (see page 37).

### **Drugs, Alcohol, and Tobacco**

- The possession, use, or testing positively for use of alcoholic beverages or drugs; the possession of paraphernalia or containers associated with alcohol or drug use; the abuse or misuse of other substances, including inhalants, over-the-counter medicine, or prescription drugs, including those used to treat ADD or ADHD; or being in the presence of alcoholic beverages or drugs.
- Purchasing, selling, or distributing illegal or prescription drugs or alcohol.
- Providing transportation to obtain drugs or alcohol.
- Smoking in, on, or in close proximity to any Academy building or repeated use of tobacco products.

### **Permissions**

- Absence from school bounds without permission.
- Serious or repeated violation of rules regarding sign-ins and absence from one's dormitory after sign-in deadlines.
- Unauthorized dormitory room visiting outside of permissible hours.
- Serious or repeated violation of regulations regarding the possession, registration, parking, and use of motor vehicles on campus.

### **Technology**

- Violation of the Acceptable Use Policy, including any inappropriate use of the school's computers, network, telecommunications equipment, or radio station; failure to comply with copyright laws; downloading and sharing of any copyrighted material (movies, music, video, etc.) and/or any destructive, inappropriate, and/or hacking behavior.
- Downloading or distributing pornographic material.

**Other**

- Gambling.
- Running or serving as an agent for any business while on campus.
- Failure to live up to the terms of probation.
- An accumulation of lesser offenses that have resulted in repeated disciplinary responses or that otherwise clearly indicate an unwillingness or inability to live within school behavioral guidelines.
- Failure to cooperate in an investigation when involved in a rule infraction, including failure to attend a Discipline Committee meeting.

**Disciplinary Responses to Rule Violations**

When a student acts irresponsibly, the community attempts to respond to the student as a whole by encouraging personal growth and the acceptance of responsibility. In all instances of major offenses, parents will be notified before and after disciplinary action.

When a rule is violated, a faculty or staff member normally will confront the student with the suspicion or evidence of the rule violation and ask for a response. As necessary, a member of the faculty, normally a cluster dean, will investigate the event and inform the student's house counselor or day student advisor about the facts of the infraction. The cluster dean will then talk with the student and then separately with the house counselor or day student advisor. When appropriate, the cluster dean also will see that parents are notified.

In extraordinary circumstances, as in a situation in which the welfare or safety of the student or others appears to be jeopardized, a student may be required to leave campus immediately. A disciplinary response may be postponed until the student is allowed to return to campus. If no return is contemplated, it may be possible to hold a disciplinary proceeding in which the student participates electronically.

**The Discipline Committee**

Once it is determined that a major rule violation has occurred, a cluster Discipline Committee (DC) is convened to recommend to the cluster dean an appropriate response. During deliberations, all members of the DC are encouraged to offer their perspectives and suggestions as the group comes to consensus on an appropriate response. Although consensus is the goal and usual outcome of a DC, the dean, who serves as chair of the committee, has responsibility for all final decisions except Suspension or Dismissal. In such cases, the committee's recommendation is passed on to the dean of students, who reviews and finalizes the decision.

Prior to the DC meeting, the student will be informed of the rule violations under consideration and be asked to give a full written and oral account of the incident(s) to the DC. Dishonesty by a student during a discipline meeting, even if discovered at a later date, will lead to a recommendation for an immediate

Dismissal. No student, however, will be asked during the DC to implicate other students by name in rule breaking.

The student meeting with the DC may request that a student or faculty member make a presentation on his or her behalf to members of the committee. The cluster dean will determine whether such a presentation will be in writing or in person. If the presentation is made in person, the guest will be asked to leave the meeting following his or her presentation and prior to all deliberation.

Members of the cluster DC normally include the cluster dean, the cluster president, a student DC representative, the house counselor or day student advisor, and a faculty DC representative.

Occasionally, the committee may be configured somewhat differently. For example, if the cluster dean is also the offender's house counselor or day student advisor, another dean may chair the meeting, or, if issues of student privacy are of grave concern, the DC may include only faculty and not student members. If the cluster president is sitting before the DC, one of the committee representatives or the senior representative will sit in his or her place during the meeting. The cluster dean, house counselor, or day student advisor also may recommend a "small DC," comprising the house counselor or day student advisor, the cluster dean, and the cluster president. A small DC might be suggested for offenses during the last two weeks of a term if Suspension and Dismissal are not potential outcomes. A student always may opt for a full hearing instead of a small DC.

In situations in which students from more than one cluster are involved in a disciplinary incident, the dean of students may convene the cluster deans of the students involved to discuss the proposed responses by the respective committees prior to final decisions being made.

Any appeals regarding a DC's decision must be made to the dean of students and will be considered only if the dean learns that normal DC procedures were not followed or if new relevant information becomes available following the committee's decision. The associate head of school will consider subsequent appeals under the same circumstances, but only for decisions of Suspension or Dismissal.

At the midterm and end of each trimester, the cluster faculty meets and serves as the Discipline Committee that responds to students who have poor attendance records and/or unsatisfactory behavior grades. In addition, the cluster faculty reviews the records of students who have been placed on Probation (see page 34).

The cluster DC, dean, and cluster faculty always will try to find responses that relate directly to the offenses. In some cases counseling may be required as part of a response and can include conversations with peers, faculty, a psychologist, and/or the medical director. Following are explanations of possible disciplinary responses.



## **Work Hours**

In some cases, a student who demonstrates unwillingness to cooperate with community rules or expectations may be given extra work hours to be completed under the supervision of an assigned supervisor. Students may be required to assist staff in Paresky Commons, the library, the grounds department, or other locations on campus.

## **Disciplinary Restriction**

For certain rule violations, a house counselor, day student advisor, cluster dean, or cluster faculty member may place a student on Disciplinary Restriction for a specific period. During the period of Disciplinary Restriction (which is usually one or more weeks), students are restricted to school limits (see top map on page 67) and must be in their own rooms without visitors after 8 p.m. on nights before class days and in their own dormitories by 8 p.m. on weekend nights. Students on Disciplinary Restriction may not request room-visiting permission at any time of day.

For day students, the cluster dean, on behalf of the cluster faculty, specifies the terms of Disciplinary Restriction in each instance. Parents are asked to help by applying, wherever possible, the same limitations that the school applies to boarders. Normally, the school also requires that day students on Disciplinary Restriction leave campus by 8 p.m. each evening, including weekends.

## **Bounding**

For certain kinds of offenses, a cluster dean or cluster faculty member may prohibit a student from taking Day or Overnight Excuses or leaving the town of Andover (see map on page 67) for a period of time, usually the first half of a trimester.

## **Dean's Reprimand**

A cluster dean, with or without the recommendation of the cluster Discipline Committee, may issue a Dean's Reprimand, with some period of Disciplinary Restriction, when a student's misbehavior is minor in nature.

## **Censure**

A cluster dean, with or without the recommendation of the cluster Discipline Committee, may issue a formal Censure, with some period of Disciplinary Restriction, to indicate the gravity of a student's misbehavior or error of judgment.

## **Warning**

A cluster dean, on behalf of the cluster Discipline Committee, may place a student on Warning, indicating that a repeat of a similar serious rule violation would likely lead to Dismissal. After a student is placed on Warning, the student selects a Warning counselor, a faculty member who will help to guide and counsel the student for the remainder of the term (or through the end of the next term if less than seven weeks remain in the term). Seniors who commit a major offense on or after May 1, and who consequently are placed on Warning, will have their diplomas mailed to them during the summer (the exact date to be determined by the head of school) and also

may be required to leave campus after their last academic commitment and to forgo Commencement activities. The cluster faculty may place a student on Warning for an excessive number of absences or repeated terms of unexcused absences.

### **Probation**

A cluster dean, on behalf of the cluster Discipline Committee, may place a student on Probation, indicating that the student needs to demonstrate through his or her behavior that he or she should be allowed to remain a member of the Phillips Academy community. In addition, cluster faculty may place a student on Probation for an excessive number of absences or repeated terms of unexcused absences. The period of formal Probation runs until the end of the current term, or, if there are fewer than seven weeks remaining, until the end of the following term. During this time, a student is expected to obey all school rules and to justify his or her place in the community by attitude and cooperation in all areas. A student who is involved in another major rule violation or a series of minor rule violations while on formal Probation should expect to sit before a Discipline Committee with the likelihood of being dismissed.

Probation may be accompanied by a period of Disciplinary Restriction and/or work hours. In particularly serious cases, a student may be sent home (or to an authorized agent) for a period of three to five days, to be returned to school by parents, if possible. The intent is to encourage communication among the student, parents, and school.

Every student placed on Probation must select a probation counselor who will monitor the student's progress and with whom the student will be expected to discuss his or her progress weekly. Failure to meet with the probation counselor could result in not meeting the terms of Probation. At the conclusion of the term of Probation, the cluster Discipline Committee will consider the student's record and will make a recommendation to the cluster faculty. The cluster faculty will then review the student's performance while on Probation and will recommend to the cluster dean either that the student be removed from Probation or that the case be passed to the dean of students for Suspension or Dismissal. In the spring term, when graduation occurs before the regular cluster faculty meeting, the cluster dean will assemble the cluster faculty to consider the cases of seniors who are on Probation. Seniors who commit a major offense on or after May 1, and who consequently are placed on Probation, will be required to leave campus after their last academic commitment and to forgo prom and Commencement activities. Diplomas will be mailed during the summer, the exact date to be determined by the head of school.

The school does not permit more than one term of Probation. A student who commits a second probationary level infraction will be dismissed.

### **Suspension**

In rare instances, usually upon recommendation of the cluster Discipline Committee, the dean of students may suspend a student when it is judged that the

causes of difficulty can best be remedied during an absence from school for a period of time ranging from one week to the following school year. During that time, the student may be asked to complete a project or to meet certain stipulations. Academic credit at Phillips Academy does not automatically accrue for terms thus interrupted. A senior who has been suspended may not receive the diploma until he or she has been reinstated and completed the diploma requirements. After being suspended for the remainder of a trimester or year, a student must comply with all requirements as outlined and reviewed by the cluster dean, dean of students, and dean of studies in order to be readmitted from Suspension. If any academic, attendance, community service, or counseling requirements have not been met during the time away from campus and by the designated date, a student may be required to continue on Suspension beyond the original return date. Upon return from Suspension, the student is expected to be a model citizen. Whether returning on Probation or having been previously on Probation, each student returning from a Suspension chooses a counselor, as described in the section on Probation above, with whom to meet weekly through the first full term of his or her return to school. A student who violates a major school rule after having been suspended should expect to be dismissed.

### **Year-End Review**

If, at the end of the winter term, the faculty determines that a student is not meeting the behavioral and/or academic expectations of the school, the student may be placed on Year-End Review. This action may be taken at the end of the winter term by vote of the cluster faculty after a careful examination of the student's overall record. At the time, the student and parents are notified of the reasons for dissatisfaction and the specific expectations for the student's improvement. In June, the cluster faculty will review the student's progress during the spring term to determine whether the student has, by his or her effort, attitude, conduct, and academic performance, justified his or her place in the school community. If the cluster faculty determines that the student has met the terms of Year-End Review, the student will be allowed to return in September. If the cluster faculty is not satisfied with evidence of the expected improvement, it will recommend to the full faculty that the student be Required to Withdraw. The full faculty will then determine whether the student will be Required to Withdraw. If the student on Year-End Review also happens to be on Probation, the faculty will act on the former before the dean of students considers any cluster recommendations on the end-of-term probation review. During the term of Year-End Review, a student will choose a special counselor who will meet with the student and monitor his or her progress.

### **Dismissal**

A cluster Discipline Committee (and cluster faculty, in the case of students who are on Probation) may recommend to the dean of students, who will review and finalize the decision, the Dismissal of a student who fails to live up to the expectations and rules of the school. Failure to meet the terms of Probation, lying to a Discipline Committee (even if discovered long after the fact), being placed on

Warning for repeating a similar serious rule violation, or a second probationary offense will result in Dismissal. There also are certain offenses for which a student should expect to be dismissed from Phillips Academy regardless of any prior disciplinary record. These include any egregious violation of a major rule and any offense deemed exceptionally misguided or dangerous. Examples include serious instances of hazing or harassment, major theft, repeated and calculated cheating, or consumption of alcohol or drugs that result in harm or risk of harm to self or others. In addition, Dismissal is the most likely outcome, even after a first offense, when a student is selling or providing alcohol, illegal drugs, or prescription drugs (including drugs used to treat ADD or ADHD), or transporting others to obtain illegal drugs or alcohol.

### **Discipline: Consequences for Student Leaders and College Applicants**

A student who breaks a major school rule and is placed on Probation should expect to be required to give up leadership positions. In addition, during a term of active Probation a student may not be elected to any leadership positions and Probation will be considered a factor in all applications for appointed positions. A student in a leadership role who is placed on Warning also may be required to resign; the decision is made by the cluster dean based on a recommendation by the Discipline Committee. The dean of students reserves the right to revoke all special covenants for a student who breaks a major rule, including poor attendance.

Although we view discipline as part of the educational process and normally an internal matter, rule violations by students at Andover also may have consequences beyond the confines of the Academy. Colleges have become increasingly concerned about student behavior. When colleges ask about disciplinary action, students and college counselors are expected to respond honestly regarding serious disciplinary infractions, which we define as Probation and Suspension. Such reporting occurs at the time a college application is submitted, while the application is being reviewed, or after the admission decision has been made, depending upon when the major rule violation takes place.

When a student is dismissed from the Academy, colleges at which the student has active applications for admission or at which the student is holding an offer of admission will be so notified. A student recently graduated from Phillips Academy and traveling on a summer, school-sponsored trip who breaks a major school rule should expect that his or her college will be notified if that college asks for that information in the application process. As advocates for our students, the college counselors will work closely with students in reporting these matters to colleges.



# Academic Expectations And Policies

Phillips Academy's academic program is extraordinarily rich in breadth, depth, and rigor. This section of the *Blue Book* explains the school's general expectations and outlines the faculty's responses when a student is struggling to meet the academic requirements of the school. Please refer to the *Course of Study* for complete information about academic requirements and guidelines, year reclassification, course changes, and other information about the academic program.

## Academic Honesty

Honesty is the basic value on which this community rests. Academic honesty is demanded by the very nature of a school community. Honesty in the academic area means claiming as one's own only that work which is one's own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the Internet, classmates, or family members. Since words are the bearers of both information and the unique style of the writer, the words of others, if borrowed, must be properly acknowledged. In addition, work done for one course may not be used to secure credit in another. It is not acceptable to submit one piece of work (e.g., notes, computer programs, lab reports, papers, etc.) to more than one course without prior consultation with and written permission from all instructors involved.

Students who are involved in acts of plagiarism or academic dishonesty will be sent to the dean of studies. The dean of studies—through meetings with the teacher, department chair, student, and cluster dean—will determine if an act of plagiarism or academic dishonesty has occurred. If the dean of studies concludes that an act of plagiarism or academic dishonesty has taken place, the student will sit before the Discipline Committee.

## Workload

In required and lower-level courses, class time and homework together should total about nine hours per week. "Required" refers to courses taken by a substantial number of three- and four-year students to fulfill the distribution requirements for the diploma. Departments offer some upper-level electives on the nine-hour model. Upper-level electives that require more than the usual amount of class and homework time are so noted in the *Course of Study*.

Students should be given at least one week's advance warning before a major assignment is due. "Major" implies full-period tests and papers or projects assigned as more than a single night's homework. Students may have a major assignment due in each of two courses on a given day, in addition to the daily assignments for their other courses. If a student has three or more major assignments due on a given day, he or she may request to be relieved of all but two of those assignments. Ordinarily the most recently assigned work should be rescheduled. Department chairs monitor the workload associated with their departments' courses principally through course syllabi and course evaluations.

### **Class Behavior Grade**

All students are expected to attend and participate in classes and to complete all required assignments on time and to the best of their ability. The letter U (Unsatisfactory) may be used with any grade to indicate a persistent pattern of behavior in which a student is frequently unprepared for class, disruptive or inattentive, late or absent without documented excuses, or late in handing in assignments. The letter S (Satisfactory) is used only to indicate a change within a term from Satisfactory to Unsatisfactory, or the opposite: S-U, or U-S.

Usually a U grade at the end of a trimester will be awarded to a student after an instructor has warned the student of his or her dissatisfaction with the student's behavior and, where possible, given the student the opportunity and specific instructions on how to change his or her behavior. A U grade given at the midterm constitutes such a warning and does not require prior notice. If problematic behavior occurs close to the end of the term, with little time for warning and change, the instructor should award an S/U grade, taking care to explain the circumstances in the Instructor Report.

Because a U grade indicates unsatisfactory behavior, the faculty responds to such grades with a disciplinary response (see "Disciplinary Responses to Rule Violations" on page 31).

### **Reports and Grades**

Reports of grades, attendance, and faculty action affecting a student are mailed to the parents or guardians at the end of each trimester and at the fall midterm. Midterm grades are sent to parents in the winter and spring terms only if a student is failing or in danger of failing a course, or if a student is in danger of accumulating too many unexcused absences. At the end of each grading period the counselor or advisor and student discuss the student's progress and review the Instructor Reports.

In addition to grades, parents of underclass students may expect to receive a comprehensive report from the house counselor or day student advisor and copies of the Instructor Reports in December and June. Parents of seniors will receive only the December reports.

At the end of a trimester or course, a grade of Incomplete may be given in response to unsubmitted course work only for medical reasons. Permission for any nonmedical Incompletes will be granted rarely, only when requested in advance and only with the approval of the dean of studies. A grade for incomplete work (whether passing or not) is bracketed. An asterisk with the brackets indicates that the work is incomplete because of illness.

### Grading System

|   |   |
|---|---|
| 6 | Outstanding   |
| 5 | Superior  |
| 4 | Good  |
| 3 | Satisfactory  |
| 2 | Minimum Pass (and minimum college certifying grade) |
| 1 | Failure   |
| 0 | Low Failure   |

### The Cum Laude Society

Corresponding to the Phi Beta Kappa Society in colleges is the preparatory school organization known as the Cum Laude Society. The society aims to recognize and encourage high scholarship throughout the secondary schools of the country. The society was founded at the Tome School in 1906 and gradually has been enlarged to 153 active chapters, including our own, founded in 1907. By ruling of the national society, no more than 20 percent of any graduating class may be elected to the Cum Laude Society. Accordingly, in February, based upon term averages from upper year and senior fall, the top 10 percent of the class is elected. In June, based upon term averages from upper spring and senior year, another 10 percent of the class is elected. To be eligible, a student must be a diploma candidate in good standing in an appropriately rigorous program of study, and not be suspended, be disciplined for dishonesty, or be on Probation during any of the terms under consideration or thereafter. Further information and more detailed criteria are available in the Dean of Studies' Office.

### Attendance and Absences

Students are expected to meet, and be on time for, all academic obligations, athletic and activity commitments, work program assignments, and medical appointments, and to attend All-School Meetings and cluster meetings, unless excused in advance by a faculty member. Attendance is taken at every class meeting, required athletic session, work duty, and required meeting, and the number of unexcused absences is reported daily. The total number of unexcused absences is reported to parents on the report card; a record of both excused and unexcused absences also appears on each Instructor Report. Students are expected at least once a week to check their current attendance record on PAnet under Student Schedules. Students who accumulate unexcused absences may expect disciplinary action.

Regular attendance in required commitments (class, athletics, work duty, All-School Meeting, and residential programming) is an essential element of a Phillips Academy education. Inability to attend required commitments for a significant period of time or a significant number of absences (whether excused or unexcused) in a given term may result in a required leave of absence.

Attendance for classes and athletics are reported daily. Students are notified via e-mail the next day if they were marked with an unexcused absence. If a student feels that an error has been made, he or she should contact the cluster dean.

If, for medical reasons, a student is required to be absent from campus or classes or is limited in participation in athletic programs, he or she must arrange personally to be excused through Isham Health Center. This procedure allows proper recording of necessary absences and excuses, and it permits the medical director to be aware of health problems, to cooperate with families and other physicians, and to make appropriate arrangements on campus. Day students who stay home because of illness must have parents call Isham Health Center by 8:30 a.m. each morning in order to be excused from any missed required commitments. Students calling Isham themselves cannot be excused. A day student who misses school commitments because of an off-campus medical or dental appointment may be asked to show an appointment card, receipt, or note from the doctor or dentist.

Excuses from class for religious holidays are granted through the office of the Academy's chaplaincy, and requests to be off-campus or to miss classes for any other reason should be addressed to the cluster dean.

### **How to Get Excused from Classes and Academy Commitments**

Students wishing to miss class and receive an excused absence should contact the following people for permission:

- his or her teacher for personal time (see below);
- the Dean of Students' Office for proctor/prefect time;
- the chaplaincy for religious reasons;
- the cluster dean for family events and emergencies, special events, and absences up to two days of classes;
- the cluster dean for college visiting after completion of the College Visit Application Form;
- Isham Health Center for illness or doctor/dental appointments; and/or
- the associate dean of studies for all absences three days or longer.

To be excused for non-PA athletic commitments, see page 41.

In most cases, students will be asked first to use their personal time or proctor/prefect time to cover an absence.

### **Personal Time/Proctor-Prefect Time**

As a rule, students may take one period of personal time in each of their classes and their sports if, and only if, they have no unexcused absences in that class during the current term. There are two exceptions to this rule. First, juniors and lowers may not take personal time in the fall term. Second, students anticipating a request to miss more than two days of scheduled Academy commitments to participate in events not sponsored by the Academy at any point during the academic year should not request personal time during any term; if granted permission to be off-campus, the student must use all of his/her annual allotment of personal time to



cover the classes missed (see below). Personal time must be scheduled at least one day in advance of the missed class or practice. After missing a class or practice, a student may not ask that this unexcused absence count as personal time. A student may be denied personal time in a class for a given date if there is a scheduled test, quiz, laboratory, or double period or if the student is struggling in the course and has an estimated grade of 2 or below. Personal time may be taken to extend a long weekend or a vacation only with cluster dean approval. Personal time may not be taken during Extended Period Week. Students may take personal time from All-School Meeting once a year. Except for the All-School Meeting attendance, every student gets a clean slate of personal time each term. The previous term's cut history will not affect the new term's personal time. Proctors and prefects have one additional period of personal time in each class and sports each term.

### **Permission to Attend Non-Academy Events**

The Academy considers its program to be a student's primary obligation and therefore rarely will grant permission to miss scheduled Academy commitments to participate in events not sponsored by the Academy. Students wishing to be excused from Academy commitments to attend non-Academy events must seek the permission of:

- the cluster dean, if missing one or two days of commitments prior to Extended Period Week
- the associate dean of studies, if missing any class time during Extended Period Week or three or more days of commitments at another point in the term. All such requests should be made as much in advance as possible, with a required minimum of two weeks advanced notice except in cases of emergency.

Students will be expected to use personal time to cover their absences from Academy commitments, including personal time from all three terms if the absence is to be three days or longer.

Students will be allowed to miss Academy commitments to participate in non-Academy-affiliated athletic events only if all of the following conditions apply:

- the student is participating in that sport at the Academy (unless the sport is not offered);
- the competition is at the national or international level;
- the student will miss no more than a total of five days in an academic year;
- the student has the approval of the athletic director, the associate dean of studies, and the cluster dean (the student must be in good standing with respect to grades, attendance, and discipline in order to receive such approval); and
- the request to miss Academy commitments is made at least two weeks in advance of the event.

Permission to participate in non-Academy-affiliated athletic events during Extended Period Week is unlikely to be granted; see “Extended Period Week and Final Assessments” on page 43.

### **Course/Teacher Assignments and Requests**

With the collaboration and approval of their advisors, students submit requests for courses three times a year before each term begins. All course requests that meet necessary prerequisites and other academic requirements as published in the *Course of Study* are entered into a computer program that determines the assignments and sets the student's schedule. Each term the class lists and the student course schedules are published on the day before classes begin. Thereafter requests to transfer or drop a course must follow the procedure laid out in the *Course of Study*.

The Academy does not accept requests for specific teachers in multisection courses.

Recognizing that effective education requires productive relationships between teachers and students and that such relationships take time to develop, and recognizing also that open discussion between the parties involved of any difficulties in such relationships is itself an important part of education, the Academic Council has approved the following general procedure on student requests for a change of teacher:

1. Permission for a student to change teachers in a multisection course may be given by the department chair.
2. If there has been no previous relationship between the student and teacher, no request for change will be considered until an appropriate period of time has passed (at least one term). During this time both parties are expected to make good faith efforts to develop an effective relationship.
3. Requests for change informed by an appropriate period of experience will be considered only after a conversation about the request has occurred between the student and the teacher, and in keeping with departmental policies. The department chair is available to facilitate these conversations, if either student or teacher so desires.
4. Students are advised that permission to transfer carries no guarantee that the student will be assigned to any particular section or teacher. Students also are informed that such transfers may require that other elements of their schedule be altered.

### **Requests to Drop a Course or Switch to Audit Status**

An advisor's approval is sufficient to allow a drop of a term-contained course or switch to audit status in that course only in the early days of a given term prior to any published deadline. To drop or switch to audit status in a term-contained course after this point or to drop or switch to audit status in a yearlong or two-term (T2) course after the first five calendar days of the first term of such a course, a student must meet with the assistant dean of studies for advising to begin the required

petition process. Request to petition must be made before the end of the second week following the midterm. No request will be considered after this date. Credit for yearlong and T2 courses is granted, at the discretion of the department chair, only if the student is passing the course at the time it is dropped and only for the portion of the course completed. Yearlong and T2 courses are considered to be long-term commitments. Seniors may not drop yearlong or T2 courses for spring term unless the drop is teacher-initiated and approved by the department chair.

**Extended Period Week and Final Assessments**

All courses have one meeting scheduled during Extended Period Week, the last week of term, for which students must be present. The schedule for this week is available in advance of the start of term, and a student's departure should be set only after consulting this schedule. If departure arrangements must be set before the schedule is available, please assume that the student will have a class meeting during the last available time slot. (Emergency situations will be handled appropriately. However, purchase of nonrefundable tickets for an early departure will not be considered an emergency situation, so please take care when making end-of-term travel arrangements.)

To protect the integrity of the end-of-term assessments that occur during Extended Period Week, the dean of studies does not allow the rescheduling of these assessments, except in extraordinary circumstances. Having students take the same assessment at different times may pose security risks; creating multiple versions of an assessment raises questions of fairness, as not all students are taking the same assessment; and certain assessments may require full class participation. Thus, students are required to participate in final assessments as scheduled by the registrar.

**The Honor Roll**

A student is placed on the Honor Roll upon receipt of the minimum grade totals for the number of courses indicated by the following table. (No grade may be below 3 or Incomplete.)

|                          |    |    |    |    |
|--------------------------|----|----|----|----|
| Number of courses:       | 3  | 4  | 5  | 6  |
| Minimum of grade totals: | 15 | 19 | 24 | 28 |

In the fall semester, junior are ineligible for honor roll.

**Responses to Poor Academic Performance**

**Student Alert System and On Report**

When an instructor, coach, or other adult is concerned about any aspect of a student's attendance, performance, or well-being, the faculty member can notify the student's house counselors, advisor, and cluster dean using the electronic Student Alert System. The house counselor or day student advisor may then send an On Report message to each of the student's instructors requesting an immediate update on the student's progress. After reviewing the assembled reports, a house counselor

or day student advisor may recommend to the student, parents, cluster dean, or cluster faculty that appropriate steps be taken to respond to and support the student.

### **Academic Review**

At the middle and at the end of each trimester, the faculty reviews the records of students who are having academic difficulty (as well as excessive absences from class and unsatisfactory efforts). After consultation with the student, with the house counselor or day student advisor, and with instructors, the cluster faculty and/or the full faculty tries to identify the sources of any problems a student may have and initiates action for improvement. Such action may include tutoring, special counseling, or limiting the student's activities both on and off campus in order to protect study time. In serious cases the cluster faculty and the full faculty may take one or more of the formal actions outlined below.

### **Academic Restriction**

When a student's work might be improved by reducing distraction, he or she may be placed on Academic Restriction, during which time the student must be in his or her own room by 8 p.m. on each evening preceding a class day.

### **No Excuse**

In more serious cases, the faculty or cluster faculty may impose No Excuse for a period of at least five weeks. This response means a student may not take either a Day Excuse or an Overnight Excuse and is thus restricted to town bounds. When the faculty at its end-of-term meeting sees an unsatisfactory record by a student on No Excuse, the faculty may require that student to withdraw.

### **General Warning**

At the end of a trimester, if a student's work is precarious, the faculty may place the student on General Warning, ordinarily with No Excuse and often with Restriction. This signifies that, unless there is significant improvement, the student may be advised or required to withdraw at the end of the next trimester.

### **Advise to Withdraw**

When the faculty believes that a student is unable to meet the academic demands of the Academy, it may advise the student to withdraw. Although such advice is nonbinding, the faculty almost certainly will require withdrawal unless substantial improvement is made in the subsequent trimester.

### **Year-End Review**

If the faculty determines at the end of the winter term that a student is not meeting the behavioral and/or academic expectations of the school, the student may be placed on Year-End Review. This action may be taken at the end of the winter term by vote of the cluster faculty after a careful examination of the student's overall record. At the time, the student and parents are notified of the reasons for dissatisfaction and the specific expectations for the student's improvement. In June, the cluster faculty will review the student's progress during the



spring term to determine whether the student has, by his or her effort, attitude, conduct, and academic performance, justified his or her place in the school community. If the cluster faculty determines that the student has met the terms of Year-End Review, the student will be allowed to return in September. If the cluster faculty is not satisfied with evidence of the expected improvement, they will recommend to the full faculty that the student be Required to Withdraw. The full faculty will then determine whether the student will be Required to Withdraw. If the student on Year-End Review also happens to be on Probation, the faculty will act on the former before the dean of students considers any cluster recommendations on the latter. During the term of Year-End Review, a student will choose a special counselor who will meet with the student and monitor his or her progress.

### **Require to Withdraw**

The faculty may require the student to withdraw if it is convinced he or she is unable to meet the Academy's academic standards. When the faculty sees an unsatisfactory record by a student on No Excuse, the faculty may require that student to withdraw.

# Physical Education and Athletics

The Department of Physical Education and Athletics offers five kinds of activity: interscholastic athletics (varsity and subvarsity sports), Search & Rescue, intramural activities, and the physical education program. Participation in the athletic program is compulsory and students do not receive credit for off-campus athletic activities. Members of varsity and subvarsity teams are required to attend all scheduled practices and contests unless excused by the coach, the training staff, or the health center.

## The Physical Education Course

The physical education course is usually offered to juniors and lowers. A one-semester diploma requirement, *Physical Education 100* is a course designed to teach lifetime wellness. The course focuses on a holistic approach encompassing all areas of well-being, nutrition, stress management, and restorative sleep. Emphasis is placed on self-improvement and personal challenges. An indoor ropes course provides students with an opportunity for challenge-based learning. Because *PHED-100* is an honors/pass/fail course, effort is the critical factor in rating a student's performance. Each student is expected to participate fully in class discussions, turn in high-quality written assignments in a timely fashion, and put forth his or her best effort in the pool, in the fitness center, and on the ropes course.

## The Swimming Requirement

Upon arrival, all new uppers and seniors are given a swim test. Those who are unable to meet our requirement should enroll in swimming lessons as their afternoon sport in the fall. Exceptions to this rule can be approved only by the athletic director. Juniors and new lowers complete the swim requirement when they take the required physical education course (*PHED-100*) in the lower year.

## Exercise and Sport

Participation in the afternoon program is mandatory for all students. The department offers 60 to 70 choices in the areas of interscholastic competition, intramural team competition, ballet or modern dance, fundamentals in training (FIT), and an outdoor challenge program called Search & Rescue. Students are strongly encouraged to play at least one competitive team sport while at Andover. Uppers and seniors may elect to opt out of sports for one term beginning with the winter term of upper year and ending with winter term of senior year if they have passed *PHED-100* and the swim test. In addition, students may apply for a one-term exemption from the exercise and sport requirement to pursue an approved and faculty-supervised activity on campus.

## Interscholastic Athletics

The varsity and subvarsity programs provide competition with independent and public school teams of comparable strength, as well as some varsity contests against college "B" teams. Andover boys' and girls' teams usually play other

schools on Wednesday and/or Saturday afternoons, and on appropriate Friday and Saturday evenings.

### **Intramural Athletics**

Coed teams compete four days a week in fall soccer, winter basketball, and spring ultimate Frisbee. The Sheridan Award is presented at Prize Day each spring to that student who has contributed the most to the intramural program.

### **Instruction, Recreation, Fitness, and Dance**

Various coed options are offered, depending upon the availability of qualified supervision and sufficient student enrollment. Instructional and recreational sports include crew, tennis, squash, volleyball, basketball, nordic skiing, water polo, diving, spinning, yoga, fencing, pilates, and ultimate Frisbee. Dance is offered at various levels in both modern and ballet.

### **Attendance, Grades, and Medical Excuses**

Absences from required sports are accorded the same importance as those from academic classes. Students are given a grade of excellent, satisfactory, or unsatisfactory by their coaches at season's end, and these grades determine whether a student enjoys good standing with the department. Students who have to be excused by the Academy's medical director from active participation in sports must still meet their athletic requirement through service as a team manager or successful completion of a rehabilitative program prescribed by the medical director and implemented by the trainers.

### **Student Athletic Advisory Board**

The elected captains of all varsity teams are eligible for membership on a committee that advises the director of athletics on the varsity awards system and other aspects of the interscholastic program. Led by their elected cochairs, this group seeks opportunities to stimulate interest in Andover athletics and in athletically oriented community service projects.

### **Varsity Athletic Awards**

Members of varsity teams who meet standards prescribed for each sport may be awarded the Varsity A by the coach and captain at a postseason Athletic Awards Evening. The department's highest award, the Interwoven A Sweater, may be obtained by athletes who have won four A's over four years (in the same season of a sport), three As in one year, or a total of five varsity A's.

### **Managers of Varsity and Subvarsity Team Sports**

The student managers of varsity and subvarsity teams serve a vital function in assisting their coaches in the efficient handling of practical and logistical details. Varsity managers may receive appropriate athletic awards for excellent service. Managerial positions are not open to juniors. All managers do the basics level of fitness (four days per week, 45 minutes per day).

### Sports Information

Andover is committed to promoting the success of Andover athletes and teams. To this end, the athletics department has a sports information director. The sports information director is responsible for getting news of Andover sports onto the athletics Web site and into local papers and is also responsible, with the school's Office of Communication, for coordinating all athletics publications and newsletters.

### Athletic Offerings

|                    |                 |                           |
|--------------------|-----------------|---------------------------|
| Ballet             | Hockey          | Swimming Instruction      |
| Baseball           | Lacrosse        | Tennis                    |
| Basketball         | Modern Dance    | Track (Indoor)            |
| Crew               | Nordic Skiing   | Track and Field (Outdoor) |
| Cross-Country      | Search & Rescue | Ultimate Frisbee          |
| Cycling            | Double Dutch    | Volleyball                |
| Diving Instruction | Soccer          | Skating Instruction       |
| Fencing            | Softball        | Water Polo                |
| Field Hockey       | Spinning        | Water Polo Instruction    |
| FIT                | Squash          | Wrestling                 |
| Football           | Swimming        | Yoga                      |
| Golf               |                 |                           |



# Residential Education and Enrichment Programs

Andover is committed to providing opportunities for our students to explore and gain enrichment in adolescent issues including health and wellness, social issues, cultural competence, self-expression, and community involvement. We have developed two primary mandatory programs that ensure that students receive a foundational common exposure to crucial adolescent development opportunities.

## Personal and Community Education (PACE)

PACE consists of three major initiatives.

### *Junior All-Class Meetings*

Four special meetings of the junior class are conducted over the course of the year. These meetings focus on acculturation to citizenship and scholarship at Andover. During the fall term, juniors assemble twice: once to receive peer wisdom from upperclassmen who answer questions about living and learning at Andover, and a second time to receive advice on how to study successfully. During the winter term, juniors assemble for a program of their own choosing. This might be a junior talent show, a discussion of life from the day and boarding perspectives, or another topic generated by the junior class. The last junior all-class meeting in the spring term focuses on the transition from junior dorms to upperclassmen dorms and to a greater level of freedom and responsibility on campus.

### *The PACE Seminar for Lower*

As a complement to our academic, athletic, and arts offerings, our 10th-graders are afforded an opportunity to meet once a week during the fall or winter term with a small number of their peers and adult facilitators to relax, reflect, and dialogue about topics germane to healthy adolescent development.

Weekly one-period sessions over the course of the term cover topics including understanding oneself and others, social identity and social bias, harassment, stress management, mental health, and sexuality.

PACE Seminar classes also provide an opportunity for eligible seniors to serve as facilitation partners with teaching faculty. The inclusion of seniors in the PACE Seminar classes provides a useful generational bridge between the adult leaders and the 10th-grade participants.

### *Wellness Week*

Over the course of four evenings during the first week of November, Wellness Week focuses our community's attention on specific issues of health and wellness. These include alcohol and substance abuse, AIDS/HIV awareness, nutrition and eating disorders, sexual safety, transitioning from high school to college, and other topics of interest to our students.

## The Work Duty and Dorm Housekeeping Programs

### Work Duty Program

We believe that the healthiest communities result when members invest tangible effort toward their maintenance. Phillips Academy's work duty program is designed both to amplify our students' sense of responsibility toward their environment and to inculcate in them the importance of the notion of selflessness, or *non sibi*. The program also provides significant cost savings to the school, which enables PA to devote more financial resources to scholarships and educational programs.

During their PA career, students (lowers, uppers, and seniors) are assigned to a variety of jobs that require a commitment of one class period per week throughout the year. Examples of such jobs include clerical responsibilities in campus offices and academic departments, sorting and delivering Academy mail, responding to student and faculty technology concerns through the Computer Center, helping with the on-campus recycling program, and serving in various leadership roles. Students who possess specific skills or interests may be of great assistance in such areas as the Peer Tutoring Program, the Peabody Museum, or the Addison Gallery. All students indicate their preferences for assignments during the spring trimester advising period and are assigned jobs based upon their seniority. Attendance in the work duty program is treated the same as a regular academic period, and absences are recorded. Once a year, all students will be assigned Paresky Commons Duty through their cluster deans.

### Dorm Housekeeping Program

All boarding students are responsible for routine cleaning in their own dormitories. Tasks include some sweeping, vacuuming, trash removal, and recycling. The house counselors, proctors, and prefects assign specific jobs, whether permanently or on a rotating basis, and oversee the general condition of the dormitory. Students are expected to complete their assigned jobs as often as is deemed necessary by the house counselor. Professional custodians who mop the floors and clean the bathrooms augment the housekeeping program. Fire safety inspectors from the Office of Physical Plant routinely inspect dorm rooms and common areas in the evenings to identify safety hazards.

## Student Support Services and Resources

The school community offers a wide variety of resources and support services to students. Many of these are described below, in alphabetical order.

### Academic Support Center (ASC) and Accessible Education Office (AEO)

The Academic Support Center (ASC) and the Accessible Education Office (AEO) are located on the second floor of the Oliver Wendell Holmes Library. The goal of ASC is to lend transitional support to students in an effort to help them attain their academic goals. The ASC faculty will meet with students individually to teach strategies for organizing work, managing time, and improving study skills.

Tutoring in individual courses is provided primarily through the Peer Tutoring Program. Students qualified to help with work in specific courses are available to provide tutoring on a regular weekly basis. Peer tutors are also available in the math and science study centers that are held several evenings per week in the Gelb Science Center. Students experiencing difficulty in a particular course should first seek help from the teacher of that course and continue to do so even when working with the ASC or a peer tutor.

### *Academic Accommodations*

Under the Americans with Disabilities Act (ADA) individuals with disabilities are guaranteed certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits some major life activity, including learning. Students who present the Academy with appropriate documentation will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. For more information about the Academy's documentation standards and the granting of accommodations, please contact the director of the AEO.

The Educational Testing Service (ETS) of the College Board offers nonstandard administration of the SAT I and II and the Advanced Placement exams to qualified students. In order to qualify, students must meet ETS guidelines, which are posted on the ETS Web site at [www.ets.org](http://www.ets.org). Please be aware that registration deadlines are different when registering for the first time with accommodations. (Students who are new to the Academy must reapply to be allowed to take the exams under nonstandard conditions here.) The Academy must be able to certify that it regularly provides the student with the same accommodations being requested for College Board examinations. It is Phillips Academy's policy to send every request for accommodations through the ETS Review Process. Students considering taking any of the College Board examinations with accommodations should consult with their college counselors. Applications for nonstandard administration of the College Board examinations are available at the AEO on the second floor of the Oliver Wendell Holmes Library.

### *Outside Tutors*

The Academy does not endorse, nor will it make accommodations to support, the use of outside tutors. Because Phillips Academy is a residential school, Academy teachers are widely available to students outside of class. Students and/or families who nevertheless wish to engage outside tutors may do so, but the responsibility for the tutoring arrangement is entirely their own. Out of concern for the safety of the community, outside tutors may meet with students on campus only in the Oliver Wendell Holmes Library and only after receiving approval from the director of the ASC and having successfully completed a Phillips Academy Criminal Offender Record Information (CORI) check.

### **Academy-Sanctioned Off-Campus Trips, Programs, and Independent Projects**

To participate in Academy-sanctioned off-campus trips, programs, and independent projects during an academic term, students must have at least a 3.5 average with no failing grades in the two terms preceding participation in the program (including the current term, if appropriate), be in good standing from a disciplinary and behavioral perspective, and have no outstanding balance in the comptroller's office. Students are expected to use their personal time to cover absences (as well as proctor/prefect days if applicable), to notify their teachers in advance, and to make up missed work.

To participate in an Academy-sanctioned activity when the Academy is not in session, students must have no outstanding balance in the comptroller's office. Furthermore, any student who is not in good standing from a disciplinary or behavioral perspective must seek and receive permission from the dean of students and the dean of studies before being allowed to participate. For a foreign language program, a student is generally expected to have at least a 4 average in the program language.

With the exception of the programs described below (which have their own application procedures), permission to participate must be made at least 12 weeks in advance when international travel is involved and at least four weeks in advance if travel is limited to the United States. In the case of a group activity, the faculty supervisor of the group must have the approval of the dean of studies and the dean of students and meet with the director of business services in the business office to make certain that all of the Academy's pre-determined conditions for travel can be met. Moreover, a complete list of student participants and faculty chaperones must be provided to the dean of students, the dean of studies, and the director of business services at least four weeks in advance of departure.

### ***School Year Abroad (SYA)***

Since 1964, more than 5,000 students from PA and other schools have taken advantage of this unique opportunity to "go beyond the familiar," mastering a second language and culture while pursuing a demanding academic program in Beijing, China; Rennes, France; Viterbo, Italy; or Zaragoza, Spain, during the academic year. Students applying to SYA France and Spain must have completed two years of French or Spanish. SYA China and Italy, however, accept applications from students of all levels, including those who would like to begin the study of Mandarin or Latin and Italian.

Students live with local host families and take courses from carefully chosen faculty at SYA's own facilities. In France and Spain, language, literature, history, art history, and civilization courses are conducted in French or Spanish. In China, students take intensive Mandarin language 12 hours per week in addition to calligraphy and martial arts, taught in Mandarin; Chinese history and Chinese culture are taught in English. In Italy, the classics program (Latin, Greek, ancient history, and ancient art history) is taught in English. A yearlong course in intensive Italian language is required. In all four programs, American teachers on short-term appointments teach English and math in English.



SYA's curriculum provides excellent preparation for university study, and credits count toward PA diploma requirements. Students participate in sports and other activities with their Chinese, French, Italian, and Spanish counterparts and may travel either independently or on school-organized trips during vacations.

Students take all appropriate College Board exams and receive necessary counseling.

Founded by Phillips Academy, SYA now includes 31 additional member schools from throughout the United States in its consortium. A detailed catalog is available from the Division of World Languages office or from the SYA office (978-725-6828). SYA also can be contacted directly through its Web site at [www.sya.org](http://www.sya.org).

### *Other Language Programs Abroad*

Students of Chinese may apply to participate in a five-week study/travel summer program in China under the auspices of the Department of Chinese. Funds are also available to support financial aid students who wish to pursue language study in Germany, Japan, and Russia.

### *Independent Projects*

To provide opportunity for seniors pursuing intellectual and creative interests beyond the scope of regular courses, the individual academic departments, with approval of the dean of studies, permit seniors to substitute independent projects for regularly scheduled courses under certain circumstances. A senior may not substitute an independent project for an athletic commitment. Arrangements may be made for a student to pursue an independent project that will require the student to be off campus. Students must apply for either on-campus or off-campus independent projects during the preceding term by obtaining a form in the Dean of Studies' Office. The form must be filed in that office by the announced deadline.

### **Addison Gallery of American Art**

One of only a handful of museums devoted exclusively to American art, the Addison Gallery of American Art was founded at Andover in 1930 by a gift from Thomas Cochran, a member of the Andover Class of 1890. Housed in a three-story classical revival building designed by Charles A. Platt, the Addison Gallery's collection numbers more than 16,000 important works of American art, including paintings, prints, drawings, sculpture, photography, and decorative arts. As an academic department of Phillips Academy, the Addison Gallery is dedicated to teaching and to scholarship. Through an active program of loan exhibitions and exhibitions drawn from its own collection, the Addison serves as an educational resource for Phillips Academy, as well as for schools and colleges throughout the New England region. The museum is fully accessible and climate controlled. The Addison will be closed for renovation and expansion from July 2008 through June 2010. For more information about the Addison's construction project, visit [www.addisongallery.org](http://www.addisongallery.org).

### **Robert S. Peabody Museum of Archaeology**

Founded in 1901 by Robert Singleton Peabody (Andover Class of 1857), the Robert S. Peabody Museum of Archaeology curates outstanding collections of Native American artifacts, including more than 600,000 objects ranging in age and geographical extent from Paleoindian (12,000 years ago) to the work of contemporary artists, and from the Bering Strait to southernmost South America. Nearly every major culture area in North America is represented.

Programs and exhibitions reflect the museum's mission to enrich the cross-cultural and interdisciplinary education offered to Andover students through access to the Peabody's collection and staff expertise. The museum also seeks to advance Phillips Academy's historical relationships with Native American, archaeological, scholarly, and museum communities.

Andover students enjoy many opportunities to take advantage of the museum's resources. We offer academic support to the history, Spanish, English, art, biology, and physics departments and serve as the largest site for student work duty on campus. Our annual experiential programs have provided numerous meaningful cross-cultural experiences to Andover students and faculty. These include Pecos Pathways, now in its 11th year, and the interdisciplinary Bilingual Archaeological Learning Adventure in Mesoamerica (BALAM).

The museum is open to PA students, faculty, staff, and the public by appointment from 10 a.m. to 4:30 p.m., Monday through Friday. Please call 978-749-4490 to schedule a visit.

### **Banking**

Students are strongly encouraged not to keep large amounts of cash in their possession or in their rooms. An automated teller machine (ATM) is located in George Washington Hall, and students are encouraged to open bank accounts locally or in their home areas.

### **Books and School Supplies**

The Andover Bookstore, located in the town of Andover, has all required textbooks and supplies in stock. Parents wishing to coordinate payment options with the bookstore should call 800-491-0143 (in the United States) or 978-475-0143. Parents also can deposit funds on the student's BlueCard (student ID) for use at the bookstore. Additionally, a wide range of school supplies can be ordered from [www.wbmason.com/phillips](http://www.wbmason.com/phillips). Purchases arrive at the PA Student Mailroom in George Washington Hall the next day.

### **Brace Center for Gender Studies**

The Brace Center for Gender Studies at Phillips Academy provides resources to enhance and strengthen Phillips Academy as a coeducational institution by examining the complex issues related to gender. The center strives to advance an understanding of gender and its influence on individual achievement; to address issues of adolescent growth and development; to highlight the distinctive forms of support boys and girls require in order to realize their full potential; and to elucidate

gender-related differences in a multicultural setting so that men and women, boys and girls may come to understand and respect each other more fully.

The Brace Center for Gender Studies is located in historic Abbot Hall and includes the renovated Abbot School Room for large gatherings and conferences; the Marguerite Hearsey Resource Collection, consisting of books and periodicals in gender studies; and the Brace Center Gathering Room and kitchen facility for small meetings. The center is open for study hours Monday through Thursday evenings from 6:30 to 9:30 p.m. throughout the year when classes are in session. In recognition of Tiffin Time, a long-standing Abbot Academy social tradition, light refreshments are served during study hours. Other programs sponsored by the Brace Center include Brace Faculty Fellows Presentations, Brace Student Fellows Presentations, Brace Student Proctor Programs, the Abbot Lecture, the McKeen Award, and schoolwide symposia on gender. Call 978-749-4650 for more information and/or visit the Web site at [www.andover.edu/bracecenter](http://www.andover.edu/bracecenter).

**Computer Center**

The Phillips Academy Computer Center (PACC), located on the lower level of the Oliver Wendell Holmes Library, is the Academy's primary computing facility. Open more than 75 hours per week, the PACC is available to students, faculty, and staff for their individual use and for classes. The PACC houses more than 90 Windows and Macintosh computers and contains a range of other equipment including scanners and a color printer. Several computers located in the lobby outside the PACC are available beginning at 7 a.m. for students wishing to print documents before classes begin.

***PACC Hours***

|  |                  |
|--|------------------|
| Monday–Wednesday, Friday (six-day weeks) | 8 a.m.–9:45 p.m. |
| Thursday                                 | 8 a.m.–9:15 p.m. |
| Friday (five-day weeks)                  | 8 a.m.–5 p.m.    |
| Saturday (five-day weeks)                | Closed           |
| Saturday (six-day weeks)                 | 8 a.m.–noon      |
| Sunday                                   | 2 p.m.–9:15 p.m. |

**Community and Multicultural Development (CAMD)**

The Office of Community and Multicultural Development (CAMD) exists to facilitate Phillips Academy's evolution into a genuinely multicultural community. Located in Morse Hall, the office seeks to support all students, faculty, and staff as they struggle to define themselves and to find their places in a rapidly changing world and in an increasingly diverse school community. In order to foster a deeper understanding of and respect for our diverse backgrounds, the office seeks to advance cultural exchange within the Academy through both formal events and informal, continuing programs. The office also seeks to eliminate any barriers that may prevent people with specific racial, ethnic, religious, gender, or class affiliations or of any sexual orientation from entering fully into the community; CAMD staff members act as advocates and advisors for those experiencing cul-

tural alienation within the school. The office serves as a clearinghouse for information and ideas on multicultural education, as well as a center for healthy discussion and debate on multicultural issues. The office consists of the dean and advisor to black and Latino students, Linda Griffith; the assistant dean, Raj Mundra; the international student coordinator, Susanne Torabi; the advisor to Asian and Asian American students, Aya Murata; the advisor for gay, lesbian, bisexual, and transgender issues, Frank Tipton; and the administrative assistant, Mary Jane Lewis. The office is open Monday through Friday from 8:30 a.m. to 4:30 p.m., and appointments can be made with the deans and advisors.

### **Dining Services**

Phillips Academy's newly renovated dining facility, Paresky Commons, offers fresh food prepared at the point of service, a homestyle kitchen, a wokery, a hearth oven, and self-serve deli, salad, and soup bars, as well as a new café area offering simple "grab 'n' go" food items. It also includes a special seating area, or "allergy zone," for students with dietary restrictions.

Our goal is to provide students with nutritious and well-balanced meal options, using local ingredients as well as organic and sustainable options whenever possible. As Andover continues to work toward a more sustainable campus, its dining services remain committed to our "Green Thread" program, which includes the goals of earth-friendly procurement, the provision of sustainable foods, energy and water conservation, and waste stream reduction management.

Because faculty supervision is minimal, Paresky Commons relies heavily on the maturity of students and their cooperation in minimizing food waste and ensuring an atmosphere of civility, courtesy, and pleasant dining. Diners' comments and suggestions are welcomed through our "Fishing for Feedback" program.

### ***Meal Hours***

|                        |   |
|------------------------|---|
| Breakfast:             | Monday–Friday, 7–9:15 a.m.                          |
| Continental Breakfast: | Saturday & Sunday, 8:30–10:30 a.m.                  |
| Brunch:                | Saturday & Sunday, 10:30 a.m.–1:30 p.m.             |
| Lunch:                 | Monday–Friday, 11 a.m.–2 p.m.                       |
| Dinner:                | Every evening, 5–6:30 p.m. (Wed. and Sat. 5–7 p.m.) |

(When Saturday is a 6-day week, we will follow the Monday–Friday schedule for breakfast and lunch.)

Guests are welcome to dine at Paresky Commons. Students, faculty, and staff should pay for any and all guests (prior to the meal) at the Dining Services office. Breakfast—\$5; Lunch—\$6; Dinner—\$7.

### ***The Den***

The student lounge is located on the lower level of Paresky Commons. Students visit this area to study or socialize with friends, or to purchase snacks, toiletries, and supplies in the "Emporium." Student activities, such as dances, club meetings, and entertainment, also will take place in this newly renovated space. A large



sunken terrace adjacent to the student lounge provides an inviting outdoor space for student gatherings, activities, and events.

### **Den Hours**

#### *Every day*

Lounge opens for general seating: 7 a.m.; Grill Line opens for full service: 4 p.m.  
(Grill closes 15 minutes prior to closing time)

#### *Monday through Friday*

Emporium opens for beverages and snacks: 9:30 a.m.

#### *Closing times*

Monday, Tuesday & Wednesday: 9:45 p.m.

Thursday: 9:15 p.m.

Friday: 10:45 p.m.

Saturday: 11:15 p.m.

Sunday: 9:15 p.m.

### **George Washington Hall**

The offices in George Washington Hall (including the head of school's, deans', and comptroller's offices, college counseling, and Central Services) are open from 8:30 a.m. to 4:30 p.m. Monday through Friday and on Saturday morning by appointment. Students are expected to transact business in the Comptroller's Office between 8:45 a.m. and 4 p.m. Monday through Friday.

### **Health Center**

Medical care for students with injuries and illnesses and preventive health services are provided at the Isham Health Center, an 18-bed, well-equipped health-care facility. The Isham Health Center is staffed by a full-time, dual board-certified pediatrician/pediatric endocrinologist, a nurse practitioner, and round-the-clock nursing. It is open 24 hours a day while school is in session. Students are welcome at all times, but they should not go to Isham Health Center during a class period except in the case of an urgent medical problem. Students with minor ailments should try to visit Isham during a free period between the hours of 8 a.m. and 5 p.m. If ill, a student must go to Isham to be medically excused from classes. Day students who are too ill to attend school should refer to the "Attendance and Absences" section on page 39 for an explanation of the policy for obtaining an excuse from the Isham Health Center.

Services provided by Isham include lab work and X-rays, an in-house pharmacy, nutrition counseling, reproductive health services, and scheduled clinics for orthopedics/sports medicine, psychiatry, and dermatology. In addition, referrals to off-campus medical and surgical specialists and dentists can be made.

In general, students are allowed to keep their medications in their dorm rooms. However, for safety reasons, all psychotropic medications (e.g., antidepressants, anxiety medications, and medications for ADD, such as Ritalin and Adderall) must be kept at Isham, and are dispensed in one- or two-week supplies to individual students. Please note that students are assumed to be responsible about taking their medica-

tions as prescribed. Any parents with concerns about their child's ability to comply with medication usage should contact Isham Health Center directly. If a student needs a refrigerator for medication (e.g., Insulin, growth hormone), parents should contact Isham for permission.

As at other medical facilities, patient confidentiality is respected at Isham. We do occasionally discuss with the counseling staff of Graham House students who are having emotional difficulties. We notify the athletic trainers about medical conditions or injuries that may affect participation in sports or require rehabilitation. We also will inform specific individuals on campus about students with life-threatening allergies, or if a student is recovering from an illness that could negatively impact his or her studies (e.g., mononucleosis, a concussion). With a student's permission, we also will notify house counselors that the student was seen in Isham with an illness or injury, without providing any more specific information, in order to enable the house counselor to help support the student during his/her recovery. Finally, results of alcohol and drug testing from the alcohol and drug testing policy (pages 5 & 6) will be shared with the dean of students. For essentially all other medical situations, we will not discuss a student's medical issues with others on campus without student or parental permission.

Appointments to see the school physician may be made by calling the Isham Health Center at 978-749-4455. The school physician invites all students to consult him about any illness, injury, or emotional difficulty that concerns them. All students are always welcome to seek confidential medical advice and care. In light of laws protecting patient privacy, the Academy strongly encourages students and parents to inform house counselors and cluster deans directly of any significant medical conditions to help ensure optimal support for the student.

With nearly 10,000 student visits to Isham each year, Isham does not routinely notify parents about each visit. Parents are contacted, of course, if a serious medical problem arises, if a student needs to go off-campus for medical care, or if a student is admitted to Isham overnight. Parents should contact Isham if they have any specific requests about being notified of their child's routine visits to Isham.

The visiting of patients by students is allowed on weekdays after classes and on weekends, with the permission of the nurse on duty.

### **Language Learning Center (LLC)**

The Language Learning Center, located in the lower level of Samuel Phillips Hall, serves students of the Division of World Languages and provides technical support to the faculty of the Division of World Languages and Department of History and Social Sciences. The center represents the leading edge of multimedia education, delivering interactive language education via 40 Dell Desktops running Sony Soloist and Virtuoso software. Students use film, sound, and the Internet, as well as special multimedia presentations and interactive grammar exercises. Many of these activities are created by PA teachers and tailored to the specific needs of their students. In addition to the lab, the LLC also hosts a Web site that allows students 24/7 access to course materials through PAnet.

The LLC also provides many ancillary services, from helping teachers decide if and when technology might prove helpful to software instruction for students and faculty, to collaboration in preparation of materials.

### **LLC Hours**

|                    |   |
|--------------------|---|
| Monday and Tuesday | 8 a.m.–3 p.m. and 5:45–9:45 p.m.                |
| Wednesday          | 8 a.m.–1 p.m. and 5:45–9:45 p.m.                |
| Thursday           | 8 a.m.–3 p.m. and 5:45–9:15 p.m.                |
| Friday             | 8 a.m.–3 p.m. (5:45–9:45 p.m. on six-day weeks) |
| Saturday           | Closed (8:30–10:30 a.m. on six-day weeks)       |
| Sunday             | Closed  |

### **Oliver Wendell Holmes Library**

Located in the heart of the campus and serving the informational and recreational reading needs of members of the Phillips Academy community, the Oliver Wendell Holmes Library was built in 1929 and thoroughly renovated in 1987. During academic terms, the facilities, resources, services, and staff of the OWHL are available to students seven days a week for a total of 80 hours.

The library offers students an in-house collection of more than 120,000 fiction and nonfiction books, as well as access to more than three million items in all media through the NOBLE library consortium. A collection of 140 periodical titles is focused on academic and personal reading, and is supplemented by electronic access to tens of thousands of full-text electronic journals to support research. More than 75 electronic reference products provide access to important archival resources such as full-text newspapers dating back to the 18th century. The collection also includes full-text electronic books, downloadable audio books, and DVDs in support of curricular and recreational interests.

The OWHL is equipped for wireless network access, and many students bring their own laptop computers. In addition, public computers are available throughout the building for accessing the library's Web-based online catalog, the collection of full-text electronic subscription databases, and the Internet. The heart of the OWHL is the Garver Room, which houses the most comprehensive secondary school reference collection in the country. A variety of study venues throughout the building ensure that students can find study spaces that meet the requirements of their tasks and their personal preferences for individual or group study. Students are assisted at three Help Desks staffed by professional librarians and at the Academic Support Center, located on the second floor of the library.

The library offers a variety of access services, including academic reserves, inter-library loan, and the Text-Exchange. The library maintains an inventory of textbooks sufficient to meet the needs of all students on full financial aid, and, to the extent that the inventory permits, these books are available to all students on a first-come, first-served basis.

In support of the Academy's mission to prepare students to master skills, acquire knowledge, and think critically, creatively, and independently, the OWHL's pro-

Professional librarians partner with faculty across the curriculum to teach students how to efficiently and effectively find, and creatively and ethically use, information in all formats to support critical inquiry. The library maintains an active Individual Research Consultation Service, which provides students with one-on-one consultation in support of specific projects.

Expectations for Use of the Library are posted throughout the building to aid students in understanding their role in maintaining an appropriate academic atmosphere. Food and drink are not permitted, and cell phones must be kept on vibrate and used only in designated locations. Student IDs are required for all transactions, and students should be prepared to present their ID upon request by the library staff.

### *Library Hours*

|  |                     |
|--|---------------------|
| Monday–Wednesday, Friday (six-day weeks) | 7:30 a.m.–9:45 p.m. |
| Thursday                                 | 7:30 a.m.–9:15 p.m. |
| Friday (five-day weeks)                  | 7:30 a.m.–5 p.m.    |
| Saturday (five-day weeks)                | 11 a.m.–5 p.m.      |
| Saturday (six-day weeks)                 | 7:30 a.m.–5 p.m.    |
| Sunday                                   | 11 a.m.–9:15 p.m.   |

### **Lost and Found**

A lost and found department is maintained in the Dean of Students' Office. Students may retrieve their books, articles of clothing, and other items of value found in school buildings.

### **Mail (U.S. Mail, Package Delivery, Voice Mail, and E-Mail)**

Students are responsible for responding as needed to all notices sent to them and thus are expected to check their mailboxes (in George Washington Hall), voice mail, and e-mail accounts (on PAnet) each day.

The Central Services Department in George Washington Hall accepts all incoming mail, packages, and deliveries for students, faculty, and staff. An e-mail notification is sent to students each time they receive a package. Students are responsible for retrieving their items at the mailroom window. Perishable items such as flowers, certain food products, and balloon bouquets must be picked up within 72 hours of delivery notification. The mailroom window is open weekdays from 8 a.m. to 4:30 p.m. and is closed on weekends.

### **Meeting Facilities**

Permission to use school facilities for meetings and other group activities must be applied for in advance in order to assure availability of the facilities desired. For use of the Underwood Room, students should register with the Dean of Students' Office. The Office of Physical Plant must be notified to use the Log Cabin. For the use of any of the athletic facilities, clearance also must be obtained at the gymnasium office. Use of the William Thornton Kemper Auditorium also must be cleared with the audio-visual office.



## Psychological Counseling

Confidential psychological counseling services are available at Graham House from 8 a.m. to 5 p.m. Monday through Friday. Students are encouraged to speak with a counselor concerning any personal, family, or school problem that is troubling them. Students may schedule an appointment with one of four psychological counselors through the Graham House secretary for a time that does not conflict with a class period. Appointments usually can be arranged for the same or next day. In case of an emergency, there is always a psychological counselor who can be reached by a student, house counselor, advisor, or dean through Isham Health Center on a 24-hour basis, including weekends. Occasionally, because of the nature of a student's problem or at his or her request, a counselor will help to arrange services for the student with a mental health professional outside Phillips Academy.

As in any medical or counseling setting, students' meetings at the Isham Health Center or at Graham House are treated with confidentiality. Personal issues will not be discussed with others unless the student grants specific permission, or unless the health care provider or counselor is so mandated by medical ethics, the law, or the courts.

For information on leaves of absence, please refer to "Leaves of Absence" under "Community Expectations and Policies" on page 11.

## Record Library

The William B. Clift Jr. Record Library is located on the first floor of Graves Hall. It is open during announced hours for free listening to recordings. Students may borrow CDs and long-playing records from the collection.

## Religious and Spiritual Life

It remains the goal of the chaplaincy office to serve students of all faith traditions in their spiritual and religious journeys. The chaplaincy team at PA consists of a director of spiritual and religious life, as well as Catholic, Jewish, and Protestant chaplains. Each is readily available to the community for personal counseling and spiritual guidance.

Weekly religious services are held in Cochran Chapel and Kemper Chapel, both located in the Cochran Chapel building. A Jewish Shabbat service is held each Friday at 6:15 p.m. On Sunday, a Roman Catholic Mass is celebrated at 9:45 a.m., followed by a Protestant worship service at 11 a.m. Attendance at all religious services is voluntary.

In addition to serving the liturgical and pastoral needs of their respective religious communities, members of the chaplaincy team work together to assist students of all spiritual traditions represented on campus. They are available to help students make contact with various places of worship in the Andover area and with the Hindu, Muslim, and Buddhist centers in greater Boston. There also are local families of those traditions with whom students can be linked. On special occasions throughout the year, interfaith services are held in Cochran Chapel and at other on-campus locations. There are also a number of student organizations that meet regularly for discussion, fellowship, and worship.

School policy prohibits proselytizing of any kind on campus or the recruitment of membership by outside organizations.

### **Summer and Interim Year Opportunities Office**

There are a huge number of summer and interim year (year after graduation) options for students, including internships, jobs, and academic, service, adventure, and language programs both abroad and in the United States. The Summer and Interim Year Opportunities Office is a resource for students as they explore summer and interim year possibilities. The office is located on the third floor of George Washington Hall and is open Tuesday through Thursday from 9 a.m. to 3 p.m. (phone: 978-749-4480). Information is also available on the Web at [www.andover.edu/studentlife/summeropportunities](http://www.andover.edu/studentlife/summeropportunities) and [www.andover.edu/academics/collegecounseling/interimprograms](http://www.andover.edu/academics/collegecounseling/interimprograms). Additionally, the office sponsors and hosts a Summer Opportunities Fair each January.

### **Technology Learning Centers and Resources**

In support of the academic program, Andover's world-class technology facilities include the Phillips Academy Computer Center, the Polk-Lillard Electronic Imaging Center, the Language Learning Center, the William B. Clift Jr. Record Library, the Educational Research and Development Lab, the Oliver Wendell Holmes Library, and the Audio-Visual Center. Highly skilled professionals provide assistance to students, faculty, and staff in all facilities. Information on these resources is available in the *Technology Guide to Services* or on the Andover Web site at [www.andover.edu/technology](http://www.andover.edu/technology). Presently, a state-of-the-art fiber optic computer network provides high-speed computer access to more than 80 academic, administrative, and residential buildings on campus. Wireless access also is available in more than 20 buildings, including the library, all academic buildings, and community gathering areas. Network access is available to all students through public Technology Learning Centers (TLCs) with more than 200 computers, as well as in the dormitories. Every student is provided with an e-mail account, a private telephone line, and a personal voice mailbox. Andover prides itself on being able to offer students the most current technologies.

### **Telecommunications Services**

Telecommunications Services provides each student living on campus with a telephone number, a voice mail account, and a telephone. Day students are provided with a voice mailbox.

To discourage abuse of telephones and the telephone system, students are charged for altered, damaged, or missing telephones. The Academy reserves the right to take disciplinary action and may at any time introduce new policies governing levels of service. Students are expected to check their voice mail and e-mail accounts daily, as they do their mailboxes in George Washington Hall.

Students may receive faxes in the mailroom in George Washington Hall. The fax number is 978-749-4123. Students are charged \$1 per page. Notices are put in student boxes when faxes are received. Boarding students are not allowed to use

modems to connect to the Internet, and the Academy blocks known Internet service provider numbers. Students should know that the school can track phone usage and can make available to cluster deans printouts indicating the times and duration of calls. The Technology Help Desk (ext. 4357) and the Academy switchboard are located in Draper Hall and open Monday through Friday 8 a.m. to 4:30 p.m.

NOTE: All boarding student extension numbers are 978-623-6xxx and all faculty and office extensions are 978-749-4xxx or 978-684-7xxx.

## Extracurricular Opportunities and Student Activities

### The Community Service Program

The Community Service Program is integral to the educational mission of Phillips Academy. In accordance with the school's motto, *non sibi* (not for self), the Phillips Academy Community Service Program strives to:

- promote and provide structured opportunities for students, staff, and faculty to engage in public service;
- foster collaborative relationships with individuals, organizations, and schools to address problems and build upon assets of local and global communities;
- connect academic learning to community problem-solving through the development of service-learning courses across disciplines;
- inspire responsibility and personal growth by supporting volunteers, encouraging student initiatives, and providing a comprehensive leadership education program; and
- motivate students to consider and act upon issues of social justice and civic responsibility and thus foster a commitment to a lifetime of effective participation in public life.

Every year nearly 75 percent of the student body participates in a range of community work throughout the Merrimack Valley. While working in public service, students also have the chance to develop relationships with local residents, faculty, staff, and each other, as well as to hone professional and academic skills. Each project includes an orientation, training, experience, and reflection.

A sampling of opportunities includes tutoring middle school students through the Phillips Academy/Andover High School/Lawrence Schools Partnership (PALS), leading theatre workshops in an after-school program (Theatre Troupe), playing games with individuals who have special needs (ARC), encouraging young girls to explore the sciences (Science Club for Girls), teaching citizenship education to Hispanic adults (Project V.O.I.C.E.), or sorting food at the Greater Boston Food Bank. Commitments vary in length from several times per week to once per term.

Students interested in deepening their commitment to community work while simultaneously meeting the athletic requirement can participate in Praxis, a team-based initiative that meets four times per week, twice at community partner sites and twice on campus. Praxis includes community service, reflection, and fitness activities.

In addition to the extracurricular volunteer opportunities, students also may get involved with the program by taking a service-learning course. Service-learning courses are classes in which students apply the academic material to meeting a community need. Service-learning courses are offered by a variety of departments each year. The Community Service Program also manages the Center for Global Justice, a resource center housed in the basement of the OWH Library, and hosts the Public Service Speaker Series. The *Course of Study* and the community service office's "Purple Book" have detailed descriptions. All information is also available online at [www.andover.edu/cs](http://www.andover.edu/cs) or under the "Academics" tab on the main Andover Web site.

The Community Service Program is run primarily by students with faculty support and assistance. Approximately 25 student coordinators are responsible for overseeing individual community service projects, as well as acting as the primary architects for the program as a whole. Interested students should contact the Community Service Office at 978-749-4135.

## Dance

Students have the opportunity to study dance through the academic, athletic, and extracurricular programs. Three levels of ballet and modern technique are offered exclusively through the athletic program, while choreography and performance opportunities are both curricular and co-curricular. The Andover Dance Group is our primary performing ensemble, consisting of the most dedicated and gifted dancers. Other student-run groups include jazz, hip-hop, and tap groups. To broaden the students' exposure to the dance world each year, the department hires guest artists ranging from local choreographers to residencies with internationally known choreographers and dancers.

## Music

The Department of Music typically hosts 60–70 concerts each school year. Students participating in the performance program can expect to perform numerous times throughout the year. In addition to large ensemble performances, there are student recitals, chamber music concerts, and senior recitals, as well as faculty and guest performances.

## Performance Program

All participants in Academy performance ensembles commit to two evening rehearsals each week. Rehearsals for all large ensembles occur on Tuesday and Thursday evenings from 6:20 to 7:50 p.m. This time is protected for students participating in musical ensembles; rehearsals take priority over any other scheduled event (extracurricular, cocurricular, or academic) on campus. Each ensemble described below performs at least once each term.



### Orchestral

Academy Symphony Orchestra (85 members): The ASO includes all string players and select winds, brass, and percussion players determined by audition. All ASO string players are placed, through an audition process, into one of three smaller chamber ensembles.

Academy Chamber Orchestra (20 members): Chamber Orchestra is the most advanced of the three string ensembles. Its membership consists primarily of uppers and seniors. Members of this ensemble can expect extensive practice requirements outside of scheduled rehearsals in order to meet the demands of the repertoire.

Amadeus Chamber Ensemble (20 members): Amadeus is the intermediate string ensemble. Its membership consists primarily of lowers and uppers. Members of this ensemble can expect to hone their skills of expressive ensemble-playing through rehearsals combining repertoire preparation and sight reading.

Corelli Chamber Ensemble (20 members): Corelli is the entry-level string ensemble. Its membership consists of primarily of juniors and lowers. Members of this ensemble can expect to develop vital string ensemble skills.

### Vocal

Phillips Academy Chorus (60 members): The Academy's major singing group, this chorus is composed of mixed voices and performs a variety of choral works, both sacred and secular. Membership in the Phillips Academy Chorus is open to all students, regardless of previous choral experience.

Fidelio (16–18 members): This small coed a capella group performs on numerous occasions throughout the year. Its repertoire includes music of all types—early and modern, sacred and secular. Membership is determined by audition and is conditional upon good standing in chorus.

Gospel Choir: Membership is open to all students. Gospel Choir is organized as a club, and rehearses for an hour early on Thursday evenings. The choir performs at ecumenical chapel services and special celebrations.

### Wind Ensembles

Concert Band (60 members): Membership is open to all students playing wind, brass, and percussion instruments. All types of music for wind ensemble are performed, including marches, classical, popular, and show music.

Jazz Band (25 members): Membership in Jazz Band is determined by audition at the beginning of each school year. Jazz Band is a typical big band format and performing repertoire ranges from Count Basie and Duke Ellington to contemporary Latin jazz and jazz/rock fusion compositions. Membership is conditional on continued good standing in the Concert Band.

### Chamber Music Program

Faculty-coached jazz and classical ensembles of 3–8 players meet regularly throughout the year.

### Handbell Choir

Handbell Choir (12–15 members): This ensemble rehearses weekly on Wednesday evenings and performs for special church services throughout the year.

### Theatre

Faculty-directed theatrical productions are generally taught as an academic course (*Theatre 520*) for the students involved. Additionally, there is a student theatre organization, DramaLab, which produces an extensive slate of shows each year. Student directors may submit proposals to the producers for any of 25 or more Friday evening performance slots for short works. One producer is then assigned to each show to help oversee the audition, rehearsal, and performance process.

Many opportunities exist for students interested in exploring the design or technical areas of theatre production, either through course work or active involvement in DramaLab or mainstage shows.

### Student Activities, Clubs, and Publications

The Student Activities Office operates according to the philosophy that students prosper from participation in Academy-sponsored activities outside the classroom. Our purpose is to support the community by providing services, programs, and weekend events. In that regard, the office works closely with the Student Activities Board. Composed of elected student members, the board's job is to find new and interesting ways to entertain the student body by providing a wide range of extracurricular events. For example, we sponsor dances and off-campus activities, and we frequently bring in comedians, magicians, and other professional performers. Our annual events include winter and spring carnivals, a Sadie Hawkins Dance, cluster competitions, and the prom.

Our clubs and organizations appeal to a variety of interests—academic, arts, music, community service, multicultural, and political, to name a few. Our office also supports various publications, such as the *Phillipian*, *Pot Pourri*, and the *Megaphone*. These clubs and organizations are vital to the Phillips Academy experience and student achievement.

We strive to cultivate a campus community in which students can achieve success and become socially responsible citizens. We encourage student leadership through our involvement with clubs and organizations, and foster the development of social skills by supporting students as they take on new roles via campus activities supported by our office.

Our core values, evident in all the office does, are to complement and enhance the classroom experience, to serve the students and the broader community by enhancing good customer service and resources for event planning, and to offer leadership development opportunities. We believe in honesty and integrity and strive to build a supportive and inclusive office environment in which everyone feels welcome.

## Boundary Maps

### School Limits

Phillips Academy, Andover, Massachusetts

The unshaded area of the map below represents the school limits.



### Town Limits

The unshaded area of the larger map below represents the town of Andover as described in this book and includes all of Andover east of Interstate 93.



# Administration

|   |                         |
|---|-------------------------|
| Head of School . . . . .  | Barbara Landis Chase    |
| Associate Head of School . . . . .  | Rebecca M. Sykes        |
| Assistant Head for Academics/Dean of Faculty . . . . .                            | Temba T. Maqubela       |
| Associate Dean of Faculty . . . . .   | Susan R. McCaslin       |
| Dean of Studies/Advisor to the Head of School for Sustainability . . . . .        | John E. Rogers          |
| Dean of Students & Residential Life . . . . .                                     | Paul D. Murphy          |
| Associate Dean of Students & Residential Life . . . . .                           | Carlos A. Hoyt          |
| Dean of Abbot Cluster . . . . .   | Lisa M. Joel            |
| Dean of Flagstaff Cluster . . . . .   | Clyfe G. Beckwith       |
| Dean of Pine Knoll Cluster . . . . .  | Aya S. Murata           |
| Dean of West Quad North Cluster . . . . .   | Chad A. Green           |
| Dean of West Quad South Cluster . . . . .   | Peter D. Washburn       |
| Assistant Head for Enrollment, Research, and Planning/Dean of Admission . . . . . | Jane F. Fried           |
| Dean of Community and Multicultural Development . . . . .                         | Linda C. Griffith       |
| Director of College Counseling . . . . .  | John W. Anderson        |
| Director of Financial Aid and Admission Operations . . . . .                      | James F. Ventre         |
| Director of Athletics . . . . .   | Michael J. Kuta         |
| Registrar and Associate Dean of Studies . . . . .                                 | Elizabeth G. Korn       |
| Assistant Registrar and Records Manager . . . . .                                 | Anne M. Burgess         |
| Scheduling Officer . . . . .  | Paul D. Cernota         |
| Assistant Dean for Advising . . . . .   | Kathryn A. Dolan        |
| Director of Spiritual and Religious Life and Protestant Chaplain . . . . .        | Rev. Anne E. Gardner    |
| Jewish Chaplain . . . . .   | Rabbi Michael B. Swartz |
| Roman Catholic Chaplain . . . . .   | Theodore Kepes Jr.      |
| Medical Director/School Physician . . . . .                                       | Richard J. Keller, MD   |
| Director of Graham House Counseling Center . . . . .                              | Max C. Aloviseti        |
| Director of the Oliver Wendell Holmes Library . . . . .                           | Elisabeth E. Tully      |
| Director of the Addison Gallery of American Art . . . . .                         | Brian T. Allen          |
| Director of the Robert S. Peabody Museum of Archaeology . . . . .                 | Malinda S. Blustain     |
| Director of Facilities . . . . .  | Michael E. Williams     |
| Chief Operating and Financial Officer . . . . .                                   | Stephen D. Carter       |
| Director of Finance and Assistant Treasurer . . . . .                             | Elliot Hacker           |
| Secretary of the Academy . . . . .  | Peter R. Ramsey         |
| Director of Summer Session . . . . .  | Fernando Alonso         |
| Director of Academy Communications . . . . .                                      | Tracy M. Sweet          |
| Director of Academic Support Center . . . . .                                     | Patricia B. Davison     |
| Director of Technology . . . . .  | Valerie A. Roman        |



# Department and Division Chairs

|  |                       |
|--|-----------------------|
| Archaeology                              | Malinda S. Blustain   |
| Art                                      | Shirley A. Veenema    |
| English                                  | Jeffrey C. Domina     |
| History and Social Sciences              | Peter L. Drench       |
| Head of the Division of World Languages  | Peter T. Merrill      |
| Chinese Department                       | Travis J. Conley      |
| Classics Department                      | David B. Pottle       |
| French Department (interim)              | Natalie G. Schorr     |
| German Department                        | Lisa J. Svec          |
| Russian Department                       | Victor Svec           |
| Spanish Department                       | Peter A. Neissa       |
| Mathematics                              | Suzanne E. Buckwalter |
| Music                                    | Peter M. Cirelli      |
| Philosophy and Religious Studies         | Thomas S. Hodgson     |
| Physical Education                       | Michael J. Kuta       |
| Psychology                               | Max C. Alovisetti     |
| Head of the Division of Natural Sciences | Kathleen R. Pryde     |
| Biology Department                       | Jeremiah C. Hagler    |
| Chemistry Department                     | Brian D. Faulk        |
| Physics Department                       | Kathleen R. Pryde     |
| Theatre and Dance                        | Erin E. Strong        |

*EMERGENCY—call 911 (978-470-3766 if using a cell phone), then call CAMPUS PUBLIC SAFETY (ext. 4444)*

## Emergency Response Procedures

### **Attempted Suicide/Drug or Alcohol Overdose**

In the case of an ATTEMPTED SUICIDE OR DRUG OR ALCOHOL OVERDOSE where there is immediate danger to the victim, stay with the victim, call 911 (978-470-3766 if using a cell phone), and then call Public Safety at ext. 4444.

### **Medical or Fire Emergency**

In the event of a MEDICAL OR FIRE EMERGENCY, call 911 (978-470-3766 if using a cell phone) and provide your name, location, and the telephone number from which you are calling. Do not hang up until told to do so. Then call Public Safety at ext. 4444, and provide your name, location, and telephone number.

In the event that a fire is discovered or suspected, pull the fire alarm. When you hear a fire alarm, evacuate the building immediately. Close the windows and doors as you evacuate. Do not use the elevator. Meet and remain at prearranged gathering place at least 100 yards from the building. Notify firefighters or Public Safety if you think someone remains in the building. Individuals requiring assistance should proceed to a stairwell entrance and wait for assistance.

### **Injury/Medical Emergency**

Do not move a SERIOUSLY INJURED PERSON except in a life-threatening situation. Stay with the injured person and keep the victim as calm and comfortable as possible. Call, or have someone call, 911 (978-470-3766 if using a cell phone) and give the victim's name, location, phone number, and nature of the injury. Do not hang up until told to do so. In non-emergency situations, call Public Safety at ext. 4444 and report the location, phone number, and nature of the injury.

### **Rape**

In the case of a RAPE in which there is immediate danger (i.e., severe physical trauma, impaired breathing, unconsciousness), call 911 (978-470-3766 if using a cell phone) and accompany the victim to the hospital. Notify Public Safety at ext. 4444.

In the case where no immediate medical danger exists, stay with the victim. Do not allow the victim to change clothes or shower. Notify Public Safety at ext. 4444 for assistance transporting the victim to Isham Health Center.

### **Crime in Progress/Outside Intruder**

In the event of a CRIME IN PROGRESS, do not attempt to apprehend or interfere with the criminal, except for self-protection. Determine if anyone has been injured and stay with injured parties. Note the description of the criminal and/or motor vehicle, including license plate, the location, and direction of travel. Call 911 (978-470-3766 if using a cell phone) and provide name, phone number, and location. Then call Public Safety at ext. 4444 and provide the same information.

### **Bomb Threat or Suspicious Package**

If a SUSPICIOUS PACKAGE is discovered on campus, contact Public Safety at ext. 4444 and provide a description of the suspicious package. If a telephone call or information is received stating a BOMB is on campus, remain calm and listen carefully, obtaining as much details as possible. Notify Public Safety at ext. 4444 while you have the caller on the line.

### **Severe Weather**

In the event of a SEVERE STORM with high winds, do not go outside. Stay inside Academy buildings, away from windows and other openings. Report any damage done by tree branches and broken glass to the Office of Physical Plant at ext. 4320.

### **Hazardous Material Spill**

In the event of a HAZARDOUS MATERIAL SPILL, notify your instructor, department chair, house counselor, or supervisor immediately. The faculty member should notify the manager of occupational and environmental safety at ext. 4349 and Public Safety at ext. 4444. Use eyewash stations or showers to flush eyes and skin if you have had any contact with toxic chemicals. Follow instructions to evacuate the area if dangerous.

### **Prolonged Power Outage**

In the event of a POWER OUTAGE, call Public Safety at ext. 4444 and provide your name, location, and telephone number. Advise Public Safety of all locations you know are without power. Turn off computers and other electronic equipment. If you are in an unlighted area, proceed cautiously to an area with emergency lighting, locking doors as you leave. Exit building cautiously. If you are trapped in an elevator, stay calm and use emergency call button or telephone for assistance.

### **Emergency Lockdown/Shelter-In-Place**

A SHELTER-IN-PLACE Emergency Alert may be used in those emergency situations where it is important to get members of the community indoors as quickly as possible for their own safety. Once such an alert is issued, people will be asked to remain indoors until an All Clear signal is given to indicate that the threat has passed.

For additional information, see the green emergency response procedures in the *Directory*.

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## **Cluster Deans**

### **Abbot Cluster**

Lisa Joel

978-749-4557

### **Flagstaff Cluster**

Clyfe Beckwith

978-749-4555

### **Pine Knoll Cluster**

Aya Murata

978-749-4551

### **West Quad North Cluster**

Chad Green

978-749-4554

### **West Quad South Cluster**

Peter Washburn

978-749-4552

---

## **Dean of Students and Residential Life**

Paul Murphy

978-749-4175

## **Associate Dean of Students**

Carlos A. Hoyt

978-749-4177

---

## **Emergency Telephone Numbers**

### **Police, Fire and Ambulance**

911

### **From a Cell Phone**

978-470-3766

### **PA Public Safety**

978-749-4444 (emergency)

978-749-4447 (non-emergency)

### **Isham Health Center**

978-749-4455



Phillips Academy  
**ANDOVER**